

Job Opportunity

Function: Executive Director
Reporting To: The Board of Directors
Vacancy ID: 12M10

Executive Director

Role Overview:

- Manage, direct and provide assistance/support to the Department Heads, who will function independently of the Executive Director to carry out the assigned responsibilities of their departments and projects.
- Develop and oversee current, and future, therapeutic riding programs at CARD. Ensure CARD's services are held to a high level of professional standard, therapeutic effectiveness and safety.
- Ensure the hiring and on-going training of professional and effective staff members.
- In conjunction with the Board of Directors and the Finance Staff, develop, present and implement the annual operating budget.

Primary Responsibilities:

In conjunction with the assigned staff members:

Program

1. Oversee the development and implementation of an annual plan for the "therapeutic riding program", to be created and implemented by Equestrian Staff, Therapy team and Director of Volunteer Services.
2. Ensure an annual review of the therapeutic services being offered is conducted for the purposes of ensuring a high calibre of service, and that the services continue to evolve to meet the needs of CARD's clients.
3. Oversee that recruitment and training of volunteer instructors is being carried out, to facilitate the goal of having 90% or greater of the classes conducted by certified volunteer instructors.
4. Ensure there is an effective program in place for Volunteer recruitment, retention, recognition, and training.

Equestrian

1. Ensure all Equestrian staff are trained in, and following, CARD procedures, as laid out in their job descriptions.
2. Ensure active and clear communication is taking place between staff members and Executive Director regarding the state of the herd and it's needs.
3. Ensure that programs are in place to maintain a high calibre of care for the nutrition, health, training and hygienic upkeep of the current and retired CARD herd, including the safe and serviceable upkeep of their living quarters and turnout areas, in accordance with CARD's Animal Care Policies regarding health care and quality of life.
4. Ensure programs are in place to retain contact with the caregivers of retired CARD horses, whereby annual updates are received, along with any intermediary information regarding changes in the status of a retired horse's health, quality of life or living arrangements.

Administration:

1. Ensure the implementation of standard HR practices, in accordance with the directives laid out by the Board of Directors, and as laid out in CARD's Policy and Procedure Manual.
2. With Direction and participation from the Board of Directors carry out the hiring, review and dismissal practices of personnel in accordance with CARD's employment needs, current Labour Laws and CARD's Policies and Procedures.
3. Provide support to CARD staff in completing their assigned duties to CARD's standards of performance, including conducting or facilitating one to one, department and general staff meetings.
4. Prepare and present monthly status reports to the Board of Directors, and to present an Executive Director's report at the Annual General Meeting.
5. Ensure that Department Heads are following CARD procedures regarding financial requests/needs, including completing purchase orders and providing receipts or other financial backup.
6. Identify and initiate policies and programs for the development of CARD, its staff, facility and affiliates.
7. Manage and facilitate high standards of staff performance, staff growth and development.

Fundraising:

- 1) Oversee the fundraising department's development of strategies, including the coordination and implementation of strategic plan for public relations campaigns, and to develop contacts with Business communities and the Media.
- 2) Oversee the Fundraising Department relating to corporate sponsors, private donors, special events, direct mailings and Government grants
- 3) Coordinate the completion and submission of grant proposals on a weekly, monthly and annual basis.

**Interested applicants are encouraged to apply online at CARDHRS@live.ca
To learn more about CARD, please visit our website: www.CARD.ca**