



JOB DESCRIPTION

Job Title: Executive Managing Director

Supervisor: Board of Directors

Expectation: Part-time

Job Purpose:

The Wings of Hope Ranch Executive Managing Director will have overall strategic and operational responsibility for Wings of Hope Ranch staff, programs, expansion, and execution of its mission.

The Executive Managing Director reports directly to the Board of Directors and oversees the staff and all team members in the organizational chart. The Board of Directors will complete an initial 90-day review and semi-annual reviews thereafter.

The Executive Managing Director position is ministerial in nature and is an integral part of our leadership team. It is critical for any Wings of Hope Ranch staff member to agree with, sign and demonstrate our core values and biblical principles which are outlined in our organizational Statement of Faith.

Mission Statement

To minister to children facing challenges through relationships with rescued horses.

Essential Functions and Responsibilities:

Leadership and Management

- Ensure ongoing programming excellence through program evaluation, and oversight of finance and administration, fund raising, communications, and systems.
- Recommend timelines and resources needed to achieve the strategic goals
- Impart the vision of mission of Wings of Hope to staff, team leaders, team members/volunteers, board members and partnering organizations
- Partner with board of directors, and attend board meetings
- Facilitate the successful implementation of the strategic plan
- Oversee the professional development of all staff members through regular staff reviews and meetings
- Conduct a staff review twice a year and an initial 90-day review after date of employment

Financial Management

- Assist in the development of financial plans and the annual budget

- Develop program and project budgets in collaboration with program staff
- Participate in the Finance Committee
- Adhere to and monitor budgets, review, and approve expenditures to maintain a variance in the budget of 10% or less.
- Assist with Form 990 completion, collaborating with the Finance Committee
- Oversee payment of all required taxes including personal property, tangible personal property, etc.
- Act as a signing officer for Wings of Hope Ranch for amounts not exceeding \$5,000. All checks, notes, drafts and other orders for the payment over \$5,000 shall require the approval of the board by a majority vote; this vote can be done via email or phone call. Such authority may be general or confined to specific instances.

Operations Management

- Responsible for all operations functions including securing and updating all necessary insurance policies
- Creating and updating internal and external policy governing operations (those not governed by the Board of Directors), staff, programs
- Schedule and conduct regular staff meetings

Fundraising and Communication

- Support development director in expanding revenue generating and fund-raising activities to support program operations an expansions Outreach to the local community and partner with local stakeholders to expand revenue generating and fund-raising activities.

Other Responsibilities:

- Responsible for ensuring resources are used in compliance with Board of Director's directions, donor's intended purpose, and for the mission of Wings of Hope Ranch
- Create and update policies related to safety and operations empowering staff and volunteers to comply
- Comply with the Wings of Hope Ranch bylaws

Skills and Qualifications:

- Ability to pass a criminal background check
- Shall demonstrate high character and integrity, be capable of effective and respectful interaction across diverse theological and interpersonal perspectives, be able to exhibit humility and competence concurrently, and be a proven leader.
- Shall profess a personal relationship with Christ and a faith that is evident in congregational involvement, and workplace behavior and attitude
- Ability to promote and support the work within the core values of Wings of Hope Ranch
- Self-starter and team implementer
- Ability to work compassionately, cooperatively and tactfully with staff and partners

- Ability to communicate effectively with individuals, with small groups, and to larger audiences via in person, virtually, and social media
- Strong verbal and written communication skills
- Proficient with computers, including Microsoft Office
- Bachelor's degree in Business, Organizational Leadership, Nonprofit Management or equivalent experience preferred
- Prior non-profit experience preferred

This position is under a 90-day trial period where either party may terminate employment for any reason

NOTE: The Executive Managing Director is paid the set amount outlined in this document to complete the duties herein. Any duties performed over and above these paid duties are not required by Wings of Hope Ranch and are done as a volunteer. For example, if the Executive Managing Director would like to volunteer as a Wrangler or Supervisor in a session, lead a Bible Study, participate in barn chores or similar activities usually covered by volunteers, these activities are by choice and not paid.

Revised via Board of Directors vote on 09/16/2024