

Celebrating 40 Years



**EXECUTIVE DIRECTOR
FULL TIME SALARIED EXEMPT POSITION
Nazareth, PA**

The Mission of Equi-librium is to provide individuals the opportunity to reach their highest potential through the benefits of horse-related activities and therapies.

Equi-librium envisions a compassionate, caring, and healing community. Our farm and our family of staff and volunteers create a safe place of joy, peace and freedom where the connections between horses and humans enable hope, independence and life changing outcomes.

Equi-librium seeks an Executive Director, who will report to its Board of Directors, as an effective communicator to lead and advance our organization's vision and mission consistent with our core values of integrity, teamwork, empathy, respect, excellence and sustainability. Our ideal candidate will oversee daily operations, provide direction to ensure sound fiscal management, sustain positive relationships with our Board of Directors, staff, instructors, therapists, partners and donors, and will be the steward of the overall growth and well-being of the organization.

Our History:

In 1981, a small group of dedicated volunteers from Monroe Counties' 4H and Easter Seal Society programs started Monroe County Riding for the Handicapped, with one instructor, serving five children diagnosed with cerebral palsy. When 4H dropped its affiliation, the program changed its name to *Pocono RISE* (Riding Instruction for Special Equestrians). After the merger of Monroe County Easter Seals and the Easter Seals of Lehigh and Northampton Counties (later to become Easter Seals of NE PA), the program became known as Easter Seal RISE and served over 125 children throughout the Lehigh Valley and the Poconos at four commercial equestrian centers utilizing their horses and facilities. In 2001, Easter Seal RISE became Equi-librium, Inc., a 501c(3) non-profit organization, obtaining its own horses and leasing its own facility in Snydersville, PA. It purchased and moved to its current home in Nazareth PA, Bushkill Township in 2014. When operating at peak enrollment, Equi-librium serves over 150 individuals with special needs utilizing seven different programs with 14 horses, a staff of 21 people and has over 175 volunteers.

Key Responsibilities:

- Lead organization in accordance with the Strategic Plan developed with and by the Board of Directors and measure its progress using key performance indicators.
- Participate in the development and evaluation of all programs with staff and the Board to optimize our organizational resources and program offerings, assuring positive client outcomes, and adherence to all compliance requirements.
- Serve as the official spokesperson for the organization to our strategic partners, donors, media and the general public.

- Identify, research, and pursue both traditional and new funding through grant writing, donations, and fundraising.
- Oversee the implementation of the annual budget with the assistance of the Board's finance committee and maintain fiscal responsibility by monitoring program expenditures and financial statements throughout each year.
- Educate, empower and motivate staff to ensure retention of a talented productive team that will also facilitate attracting new talent as needed. This will include conducting annual performance evaluations with a concentration on each team member's professional development and growth.
- Maintain positive interactions and relationships with all participants and their families, with a commitment to excellent customer service.
- Sustain and foster positive working relationships with the Board of Directors and its committees in order to enhance the overall mission and vision within the communities we serve.

Experience:

- Minimum of a BS or BA from an accredited college with knowledge of non-profit management.
- Experience and/or knowledge and appreciation of Equine-assisted activities and therapies along with the desire to maintain Professional Association of Therapeutic Horsemanship International ("PATH") accreditation and certifications preferred.
- Proven ability to take initiative with researching, writing and ultimately obtaining various grants available to the organization.
- Strong capacity to establish, build and maintain relationships within the community, with businesses, individuals, government, other non-profits, healthcare providers, partners, and potential partners. This includes strong communication and listening skills with a willingness to be an advocate of the wide range of services offered.
- Demonstrated results in annual special events management and continuous fundraising activities throughout the year.
- Ability to oversee and/or manage the marketing of the organization as a whole.
- Ensure compliance for all provider functions as it relates to waiver, risk management, quality enrollment and the maintenance of these functions.
- Demonstrates a commitment to Diversity, Equity & Inclusion.
- Preferred knowledge with QuickBooks, Excel, Office 365, Google Drive and various social media platforms.
- Have a sense of humor!

Application Process: If interested, please send your cover letter, resume and salary requirements to the attention of Nancy Ehle, Board member, at npehle@ptd.net by April 30, 2021.

Equi-librium provides equal employment opportunities without regard to race, color, ethnicity, religion, sex, pregnancy or recent childbirth or related medical condition, gender identity and expression, sexual orientation, national origin, ancestry, age, disability, the use of a guide or support animal because of blindness, deafness or physical handicap of any individual, citizenship, veteran or military status, genetic information, marital status, familial status, domestic or sexual violence victim status, possession of a GED instead of a high school diploma, or any other protected characteristic under applicable federal, state or local laws.