



Executive Director 2024

Greenlock Therapeutic Riding Center

Organization Overview

For 35 years, Greenlock Therapeutic Riding Center has been improving the quality of life and health for thousands of children and adults with special needs in the Southeastern Massachusetts and Rhode Island area by providing professionally supervised, equine-assisted activities and therapies.

Greenlock Therapeutic Riding Center, Inc. is a non-profit organization that utilizes equine-related activities for the therapy of individuals with physical, developmental, and emotional differences. Uniquely, the horses are our treatment partners. We offer both hippotherapy (OT, PT, SLP) and therapeutic riding that teaches specific riding skills to physically, mentally, and emotionally-challenged persons from throughout Rhode Island and Southeastern Massachusetts.

Position Summary

Greenlock is seeking an Executive Director to manage Greenlock's future. This person needs to have a passion for our mission, along with good people skills, a love of the outdoors, regardless of the weather, and a sense of humor with all the unpredictability of closely working with animals and humans. Reporting to the Board of Directors, the Executive Director is responsible for overall operational leadership of the non-profit, including fundraising, leading the staff, and working with the Board to shape the future direction of the organization. We are looking for an employee with intermittent availability to work from home.

Administrative requirements:

- Maintain Greenlock's social media and website with current events to promote the organization and expand on our community outreach
- Work closely with the Program Director and admin to execute day-to-day responsibilities including financial expenditures
- Coordinate and continue relationship with PATH International and other town and state requirements
- Collaborate with the Board of Directors and implement their decisions and plans.

Fundraising:

- Coordinate all fundraising activities
- Coordinate and maintain annual fund
- Create and cultivate relationships with current donors; help identify new sources and new prospects for funding
- Participate in special events for support of the program; this may include some evening and weekend activities
- Seek and write out grants to cover costs of specific programs

Qualifications:

- Bachelor's degree, Master's (preferred) in business/finance or closely related field or 10 years of experience in similar area
- Working knowledge of computers especially Quick Books, Canva and Little Green Light. Understanding of spreadsheets and their use in collecting data to assess progress and health of the organization

Salary and benefits to be negotiated