



## Children's TherAplay

The Children's TherAplay Foundation, Inc.

### Job Description – Executive Director

<b>TITLE:</b>	Executive Director
<b>STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Board of Directors
<b>GENERAL FUNCTION:</b>	The Executive Director implements the strategic direction as set by the Board of Directors for the organization. This position is responsible for ensuring excellence in program delivery and marketing, fundraising, building community awareness/support, and effective fiscal management.
<b>REQUIRED EXPERIENCE:</b>	The candidate must possess five or more years in an organizational leadership role. Direct supervisory experience at a senior management level is preferred but not required. A history of success in not-for-profit fundraising planning and implementation and experience with organizational fiscal processes including budget planning and management is required. Professional experience within a healthcare provider organization is preferred but not required.
<b>REQUIRED EDUCATION:</b>	Minimum of a Bachelor's Degree from an accredited college or university with an emphasis in not-for-profit, healthcare, or business is required.
<b>PREREQUISITE SKILLS:</b>	<ul style="list-style-type: none"><li>• Proven leadership skills including the ability to inspire, motivate, and develop others.</li><li>• Enthusiasm and passion for assisting members of the special needs community.</li><li>• Exceptional verbal and written communication skills with the proven ability to effectively communicate with a variety of audiences across a variety of settings including public speaking.</li><li>• Pro-active thinking with the ability to find new ways to develop awareness, fundraising plans, and excitement for Children's TherAplay.</li><li>• Ability to manage a high level of diversity in task and effectively respond to changing priorities.</li><li>• Strong business acumen supporting the ability to apply current and future industry "best practices," leading-edge technologies, policies, techniques, and theories. Ability to align strategies with all of the above.</li></ul>

- Exceptional conflict management skills supporting the ability to manage and resolve disputes, grievances, confrontations, or disagreements in a constructive, respectful, empathetic, and timely manner to ensure effective resolution.
- Exceptional interpersonal skills supporting the ability to consider and respond appropriately to the needs, wants, cultural sensitivities, and emotions of others. Strong ability to establish rapport and build constructive, effective relationships both within and outside of Children's TherAplay.
- Exceptional problem-solving and decision-making skills supporting the ability to recognize, define, and resolve problems or issues quickly and effectively.

**ESSENTIAL FUNCTIONS:**

The following functions describe the essential duties of this role. Other additional related duties may be assigned from time to time.

**Fundraising, Marketing, and Community Outreach**

1. Develop annual fundraising plan in conjunction with Fundraising Committee. Manage and implement plan, making adjustments as necessary to ensure goals are met.
2. Serve as chief fundraising officer and primary community ambassador for Children's TherAplay. Develop and execute plan to reach new companies and individuals that can support Children's TherAplay. Proactively plan, reach out and give current donors a reason to increase their involvement with Children's TherAplay.
3. Develop and implement patient outreach plan to raise awareness of Children's TherAplay services among target patient population with goal of providing therapy services to as many children as we can accommodate
4. Work with Children's TherAplay marketing team to ensure its message is effectively promoted via newsletters, donor communications, media outreach, and social media efforts.
5. Ensure organization compliance with all United Way of Central Indiana requirements

**Management Efforts**

1. Maintain a culture of excellence and one within which each team member is recognized and knows herself/himself to be valued, continuous self-improvement is supported, and top talent is attracted and retained.
2. Work with board of directors to ensure timely and effective strategic planning processes, including:
  - a. Formulate and lead implementation of tactical plan to support strategic direction.
  - b. Maintain internal reporting of key performance indicators – initiate process changes to ensure achievement of goals.
  - c. Develop annual organizational budget with board treasurer and Finance Committee.

- d. Provide board of directors with monthly financial reporting including explanation of variances.
  - e. Manage organization to budget recommending and/or implementing tactical or process changes to ensure achievement of budgetary goals.
  - f. Ensure annual financial audit, tax filings, and corporate registration are completed according to timelines.
3. Ensure implementation of performance management and staff development processes.
  4. Monitor and ensure organization adherence to appropriate staff professional certifications and licensures and employer responsibilities.
  5. Supervise direct reports.
  6. Ensure proper administration of human resources related policies and procedures.

### **PHYSICAL/ENVIRONMENTAL REQUIREMENTS:**

- Ability to work in environment in which horses are housed and utilized
- Ability to sustain occasional to frequent:
  - Standing
  - Walking

### **ORGANIZATION OVERVIEW**

Located in Carmel, Indiana, The Children's TherAplay Foundation is a not-for-profit outpatient pediatric rehabilitation clinic. Children's TherAplay is one of the few clinics in the country that specializes in physical and occupational therapies on horseback for children with special needs. Our therapists combine a sensory-rich, child-centered clinic with hippotherapy, a treatment strategy incorporating the movement of horses, to provide carefully-graded motor, sensory, and neurological input for children ages 18 months to 13 years.

### **RESUME SUBMISSION DIRECTIONS:**

Interested candidates should submit their resumes and cover letters to Jeff Craig, president of the Children's TherAplay Board of Directors, via email at [jeff.craig@53.com](mailto:jeff.craig@53.com).

The Children's TherAplay Foundation, Inc. (Children's TherAplay) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Children's TherAplay complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Children's TherAplay expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Children's TherAplay employees to perform their job duties may result in discipline up to and including discharge.