

Job Description

Position Title:	Operations Director
Position Purpose	
Responsible for operational excellence in mission delivery. Ensure quality, professional services are delivered with appropriate resources. Oversee the day-to-day operations of services.	
Organizational Relationships:	
<ul style="list-style-type: none"> • Reports to the Executive Director; Supervision of Service Team – Volunteer, Program, Training and Education, and Equine Operations Directors; Interaction with community and professionals 	
Resources Managed (budget and FTEs):	
<ul style="list-style-type: none"> • Full time salaried exempt; Develop and manage program services budget 	
Primary Duties:	
<ul style="list-style-type: none"> • Oversee service delivery within the organization and service team • Ensure positive, effective work organizational culture which is at optimal efficacy to deliver mission services in accordance to the Strategic Plan; including workforce stability and maintenance • Establish and report on KPI's, impact data and risk management • Prepare and manage program services budget annually • Promote effective staff and community communication • Develop staff and programs to ensure quality, sustainability and continuity of organization with optimization of costs benefit ratios 	
Training & Education Preferred:	
<ul style="list-style-type: none"> • Higher education in related field; Experience in management, leadership and EAS 	
Prior Experience Preferred	
<ul style="list-style-type: none"> • Demonstrates management and leadership skills; experience in non profit management 	
Competency	Detail / Comments (specific skills, etc.)
<ul style="list-style-type: none"> • Demonstrates leadership skills • Effective Communicator • Organized, problem solver • Proactive visionary 	<ul style="list-style-type: none"> • Able to supervise and manage others effectively • Oral and written communication skills critical • Technology skills – Microsoft Office Suite, Salesforce and other databases