

**Executive Director**

**Organization: Naples Therapeutic Riding Center (NTRC)  
Location: 206 Ridge Drive, Naples, FL 34108  
Website:** [www.NaplesTherapeuticRidingCenter.org](https://www.naplestherapeuticridingcenter.org/)**Employment Type:** Full-Time, Exempt  
**Relocation Offered:** No

### **Naples Therapeutic Riding Center (NTRC)**

Naples Therapeutic Riding Center is a nonprofit organization committed to enhancing the lives of children and adults with physical, cognitive, and emotional challenges through equine-assisted therapies and activities. Grounded in compassion, professionalism, fun, safety, and community; NTRC provides life-changing services in a safe, inclusive, and empowering environment.

### **Position Summary**

The Executive Director (ED) serves as the Chief Executive of Naples Therapeutic Riding Center and is responsible for advancing its mission, vision, and strategic objectives. Reporting to the Board of Directors, the ED provides dynamic leadership for staff, volunteers, and community partners; oversees operations and finances; and ensures the sustainability and growth of the organization’s therapeutic riding and equine-based programs. The ED is responsible for creating and developing an environment where all stakeholder groups are valued and where participants are volunteers are welcomed and have an opportunity to grow, learn, and have a respite from everyday life in a fun and inviting environment. The ED is the face of the organization within the community and has overall responsibility for engaging with and driving interest with donors to support fundraising efforts.

As ED, you’ll lead a passionate, purpose-driven team and make a tangible difference in the lives of individuals facing physical, emotional, and cognitive challenges. This is an opportunity to guide a respected organization into its next chapter of growth and impact.

### **Key Responsibilities**

**Strategic Leadership & Governance**

* Partner with the Board of Directors to shape and implement strategic goals
* Lead with vision, fostering a culture of transparency, fun, collaboration, and inclusion
* Regularly evaluate and report on organizational performance and impact

**Organizational Management**

* Direct and support the leadership team, ensuring effective day-to-day operations
* Oversee human resources, promoting professional development and team alignment
* Maintain regulatory and accreditation standards across all programs and services

**Financial Oversight**

* Collaborate to develop and manage annual budgets
* Ensure sound fiscal practices and accurate financial reporting
* Monitor expenditures and guide financial planning, including capital projects

**Fundraising & Development**

* In partnership with the Development Director, lead comprehensive fundraising strategies
* Cultivate and steward donor relationships, including major gifts and grant funding
* Set and achieve annual fundraising goals to ensure program sustainability

**Marketing, Communications & Community Engagement**

* Serve as the face of NTRC at public events, in the media, and within the community
* Work with staff to execute marketing and public relations initiatives
* Build strategic partnerships and foster strong relationships with key stakeholders

**Facilities Management**

* Oversee the maintenance and strategic planning for NTRC’s physical assets, including program facilities and rental properties

### **Qualifications**

**Education**

* Bachelor’s degree required; Master’s degree preferred

**Experience**

* Minimum of 7 years of senior leadership experience, ideally within the nonprofit sector
* Proven track record in organizational leadership, team development, and operational oversight  
  Demonstrated success in fundraising, donor engagement, and financial management
* Experience with equine or therapeutic programs strongly preferred, not required

**Skills**

* Strategic thinker and collaborative leader
* Strong interpersonal, written, and verbal communication skills
* Ability to manage multiple priorities and engage diverse community stakeholders
* Technologically proficient: Microsoft Office Suite, Google Workspace, DonorPro (or comparable CRM)
* Collaborative leader with proven abilities to develop talent
* Ability to motivate teams and direct simultaneous projects, delegate responsibility and work effectively with a wide range of constituents in a diverse community
* Ability to be flexible and adaptable in meeting organizational goals and objectives

**Certifications**

* Adult & Child CPR, First Aid, and AED (or willingness to obtain)