



## **EXECUTIVE DIRECTOR JOB DESCRIPTION**

The executive Director is responsible for the successful leadership and management of the Mustang Heritage Foundation (MHF) according to the strategic direction set by the Board of Trustees. The person in this position is responsible for planning, organizing staffing, motivating, and management of the Mustang Heritage Foundation In cooperation with the Foundation Board. The executive director will be committed to the mission of the Foundation which is to increase the successful adoptions of America's excess mustangs and burros. Reports and is accountable to the Foundation Board of Trustees.

### **Basic Duties and Responsibilities**

- Within the limits of the MHF Foundation Bylaws and the direction of the Board of Trustees, the Executive Director is responsible for accomplishing the primary duties set forth below.

### **Organizational Leadership**

- Provide leadership and participate with the Board in developing MHF strategic, organizational and financial plans and oversee the implementation of plans and policies.
- Ensure that the programs and services offered contribute to the organization's mission and reflect the priorities of the Board of Directors.
- Draft policies and procedures to implement and evaluate programs for approval by the Board of Trustees. Review existing policies on an annual basis and recommend changes to the Board or Executive Committee, as needed.
- Provide support to the board by preparing meeting agendas and supporting material and recording minutes of the MHF Board meetings and other committees as requested.
- Meet reporting requirements as established by the Board of Trustees, including, but not limited to financial reporting and progress toward established goals.
- Serve as chief spokesperson of the Foundation.
- Recommend to the Foundation Board of Trustees programs that will further the objectives of the Foundation.
- Build and foster effective teamwork between the Board, Executive Director, staff and stakeholders.
- Serve as authorizing official, fiscal and personnel officer for MHF ensuring compliance with federal state and local regulations

### **Operational and Program Planning Management**

- Monitor the day-to-day delivery of the Foundation's programs and services including supervising staff/volunteers in order to maintain or improve quality.

- Oversee the planning, implementation and evaluation of the Foundation's programs and services.
- Ensure that the programs and services offered by the Foundation contribute to the Foundation's mission and reflect the priorities of the Board.
- Ensure that personnel, member, donor and volunteer files are securely stored and privacy/confidentiality is maintained.

### **Financial Management**

- Work with staff and the Board to develop and manage the fundraising and financial strategies of the organization including a comprehensive annual budget.
- Adhere to fiscal responsibility for the organization's overall budget and ensure the most effective use of financial resources.
- Set up financial and organizational protocols with the board to ensure financial controls are in place to maintain oversight and ethical use of funds.
- Oversee management of cash flow and present appropriate balance sheets, income statements, and other financial oversight tools to the Board on a regular and timely basis.
- Provide oversight and supervision of bookkeeping and accounting in accordance with accepted accounting principles for non-profits.
- Approve expenditures within the authority delegated by the Board.
- Submit all required reports including materials for an annual report and the annual consolidated audit.
- Ensure that the Foundation complies with all legislation covering taxation and withholding payments.
- Oversee donor development and member programs.
- Research funding sources, oversee the development of fundraising plans and write grants and funding proposals to increase the funds of the Foundation.
- Work with the BLM to ensure contractual obligations are met in a timely manner.
- Work with legal counsel when needed and appropriate in representing and negotiating contractual matters including rental organizations, agents, promoters, presenters, touring group, musicians and other independent contractors.

### **Human Resources Planning and Management**

- Serve as role model providing vision and direction to staff incorporating organizational missions, goals, and objectives into the roles and duties of staff.
- Establish and maintain a positive, healthy, safe and legally compliant work environment in accordance with all appropriate legislation and regulation.
- Determine staffing requirements for organizational management and program delivery.
- Oversee the implementation of human resources policies, procedures and practices including the development of a job description for all staff.
- Recruit, interview and select staff that have the right technical and personal abilities to help further the Foundation's mission.

- Provide adequate orientation, training and motivation to assure growth and development of staff expertise.
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review.
- Ensure staff support to the planning, organizing, and directing of Foundation programs including evaluation of results and recommended policies.
- Encourage staff professional development and relate evolving skills to MHF mission and goals.
- Monitor staff performance against objectives taking corrective action as needed using appropriate and legally defensible procedures.

### **Communications, Marketing and Public Relations**

- Maintain effective relationships across the Foundation.
- Maintains effective internal and external relationships through management, leadership, and communication to achieve economical, productive performance, forward-looking programming and constructive growth of the Foundation.
- Plan and execute communications to the general membership that includes an annual report, newsletters, general mailings, news releases and so forth.
- Provide staff support to the planning, organizing, and directing of Foundation recruitment and retention programs, evaluate results and recommend policies, procedures and actions required to achieve goals.
- Promote interest and participation in Foundation activities on the part of the membership and public.
- Communicate with stakeholders to keep them informed of the work of the Foundation and to identify changes in the community served by the organization.
- Establish good working relationships and collaborative arrangements with other equine groups, sponsors, donors, government agencies, volunteers and other organizations to help achieve the goals of the Foundation.
- Serve as the primary liaison to the Bureau of Land Management (BLM) on all aspects of the Foundation-BLM cooperative agreement.
- Represent Foundation at local/national events to enhance the Foundation's profile and mission.

### **RISK MANAGEMENT**

- Identify and evaluate the risks to the Foundation's people (staff, management, volunteers), property, finances, goodwill and image and implement measures to control risks.
- Ensure that the Board of Directors and the Foundation carry appropriate and adequate insurance coverage.
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage.