

Executive Director – SunCatcher Therapeutic Riding Academy

Location: Rapid City, South Dakota

Schedule: 35–40 hours/week

Compensation: \$20/hour

Application Deadline: December 31, 2025

SunCatcher Therapeutic Riding Academy is celebrating 25 years of empowering individuals through therapeutic horsemanship. We are seeking a dynamic, mission-driven Executive Director to lead our organization forward with vision, collaboration, and heart.

This role oversees all financial, administrative, and operational functions, including supervision of the Program Director and Equine Manager. The ideal candidate is a strong communicator, organized, adaptable, and passionate about improving lives through equine-assisted services.

Key Responsibilities

Leadership & Strategic Management

- Collaborate with the Board of Directors to develop and implement strategic plans.
- Communicate organizational needs, progress, and challenges to the Board and committees.
- Maintain alignment with SunCatcher’s mission, values, and long-term goals.

Financial & Business Operations

- Manage operations within the Board-approved budget.
- Maintain accurate financial records for income and expenses.

- Work with a contracted bookkeeper for AP/AR processing.
- Oversee participant billing, payroll/personnel records, and volunteer/vendor documentation.
- Submit annual and monthly budget proposals and reports.
- Ensure proper licensing, software versioning, and database accuracy.

Fundraising & Donor Relations

- Identify, pursue, and manage grants, donations, and fundraising opportunities.
- Develop and maintain strong donor relationships.
- Oversee marketing content, social media presence, and community engagement.

Program & Equine Oversight

- Support the overall health, welfare, and training of SunCatcher's horses through supervision of the Equine Manager.
- Oversee staff responsible for daily care, feeding, conditioning, and herd management.
- Coordinate the schedule of programs, events, and staff activities.

Public Relations & Community Engagement

- Serve as spokesperson to participants, volunteers, staff, board members, and the public.
- Build partnerships with local organizations and community networks.
- Assist with volunteer coordination for special events.

Team Collaboration & Reporting

- Supervise and support the Program Director and Equine Manager.
- Create a cohesive, positive workplace aligned with mission and strategic goals.
- Submit monthly reports on volunteer hours, staff hours, and operational updates.
- Perform other duties as assigned by the Board of Directors.

Qualifications

- 1+ years in nonprofit administration
- Strong verbal and written communication skills
- Proficiency with Microsoft Office 365
- Ability to develop budgets, analyze financial data, and manage multiple projects
- Strong organizational and leadership skills
- Compassionate and team-oriented mindset

How to Apply

Submit the following to info@suncatchertra.org :

1. Resume
2. Cover letter
3. Three professional references

SunCatcher Therapeutic Riding Academy is an equal opportunity employer.