

## **Executive Director Life Adventure Center Versailles, Kentucky**

The Life Adventure Center (LAC) is seeking candidates for the next Executive Director to lead the organization in providing innovative programming built on the principles of outdoor adventure and the emerging field of adventure therapy. LAC uses outdoor adventure to transform lives affected by trauma to build resilience and self-regulation. LAC is located in central Kentucky, on 575 acres nestled into rolling countryside which provides an exceptional environment for our programs.

Working collaboratively with a governing Board of Trustees, the Executive Director serves as the Chief Executive Officer for the organization, with responsibility to ensure the consistent advancement of the organization's mission. Specific areas of responsibility include:

- **Program Management**
  - Ensure program excellence is achieved by using performance metrics, establishing operational benchmarks, and striving for continual organizational improvement.
  - Actively participate in nationwide initiatives, program innovations, best practices and quality standards and will adapt these standards and practices to create maximum impact within the local environment.
  - Manage quality improvement and risk management policies and procedures.
- **Staff Leadership and Development**
  - Modeling principles of trauma informed care, maintain an environment that attracts, motivates and retains a diverse staff of top quality people.
  - Ensure that job descriptions are updated and perform regular performance evaluations following sound human resource practices.
  - Provide opportunities for staff and volunteer training, development and supervision.
  - Serve as equal employment opportunity officer.
- **Community and Public Relations**
  - Ensure comprehensive marketing and partnership strategies to attract and engage donors.
  - Raise the public profile of LAC by serving as the spokesperson and advocate for the organization, as well as a visible, visionary and influential leader in the community.
  - Ensure meaningful and effective partnerships with key public and private sector entities, including local area meetings as appropriate, to reinforce organization's impact in the community.
  - Engage community partners in a manner that models trauma informed care principles.
- **Communication**
  - Ensure that the staff is kept fully informed on the condition of the organization and all important influencing factors.
  - Publicize the activities of the organization, its programs and goals.
  - Represent the programs and point of view of the organization to agencies, organizations and the general public.
  - Develop meaningful and effective relationships with community groups, including the media, press, television and radio leading to strong support.

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Versailles, Kentucky**

- Fund Development

- Ensure a strategic and comprehensive fund development plan is in place that identifies prospects and donors and enhances the short and long term diversified funding base for LAC.
- Build loyal, diverse and long-term relationships with key donors based on individual, corporate, foundation and public level.
- Administer fundraising records and required documentation.
- Coordinate, plan, and implement fund raising events.

- Finance and Infrastructure

- Coordinate the development and maintenance of sound financial practices.
- Coordinate with the staff, finance committee, and the Board in preparing a budget. Provide accountability to ensure the operation of the organization is within the budget guidelines.
- Ensure that adequate funds are available for daily operation.
- Guide the development of the organization's financial and technological systems to support, measure, and communicate outcomes on quantitative and qualitative performance indicators.
- Ensure that the development of all financial, facilities and operational plans include adequate insurance coverage.
- Coordinate the implementation of budgets and monitor progress and changes related to the budget.
- Ensure compliance of all non-profit standards, federal, state and local regulations as pertains to the organization.
- Jointly with the president and secretary of the Board, conduct official correspondence of the organization and jointly, with designated officers, execute legal documents.

- Strategic Planning

- Coordinate with the Board and engage Staff in the development and updating of a visionary statement, strategic goals, and mission statement.
- Meet performance measures to ensure that resources are in place to meet mission objectives.

- Board of Trustees Development

- Ensure that the Board of Trustees is kept fully informed through monthly board meetings, email and other means as necessary.
- Contribute to the appointment and development of a diverse and inclusive Board of Trustees that is devoted to LAC goals and is representative of the community.
- Partner with and engage the Board of Trustees to leverage and secure resources, contribute expertise and advice on short and long term strategic goals.
- Serve as ex-officio member of board Committees as stated in by-laws.

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**Executive Director Requirements**

- Bachelor's degree from an accredited four year institution or equivalent experience.
- Previous 5 years progressively responsible non-profit leadership experience. This includes areas such as program planning, staff development, community engagement, marketing, fund raising, and management.
- Ability to facilitate the alignment of organizational mission, vision and values with programs.
- Ability to conceptualize and communicate effectively.
- Demonstrated success in planning, organizing, delegating and management skills.
- Demonstrated leadership skills that motivate and develop team members.
- Demonstrated experience working with external groups, community and governmental agencies in a collaborative manner.
- Understanding of trauma informed care required with documented experience preferred.
- Understanding of Board Governance Policy model (Carver).
- Willingness to participate in all programs and other services provided.
- Knowledge of experiential education a must.
- Equine and challenge course experience a plus.
- Salary commensurate with related education and experience; with a working range of \$80,000-\$120,000.

**Application Process:**

Candidates interested in the position should submit the following materials by **January 31, 2021**:

- Letter of application addressing candidate qualifications relative to the position responsibilities.
- Resume summarizing education and experience, to include candidate contact information by phone and email.
- List of professional references including their contact information.

This information is to be submitted to Prewitt Management Consultants, who is coordinating the search on behalf of the Life Adventure Center. You may submit this material by email to [lewis.prewitt@prewittconsultants.com](mailto:lewis.prewitt@prewittconsultants.com).

For confidential inquiries about the position, please contact Lewis Prewitt with Prewitt Management Consultants, LLC at (502) 320-2499.