

# Starbrite Executive Director

## Job Description

**Department:** Executive Administration

**Reporting Structure:** Reports to Board of Directors

**FLSA Status:** Full Time / Exempt

**Salary Range:** \$70,000 – \$80,000 annually, depending on experience and qualifications

**Location:** Whitehouse, Texas

**Date Revised:** May 10, 2026

### Executive Director Position Summary

Starbrite is a service organization that utilizes equine-assisted services to spread the love of Christ by empowering youth, adults, and veterans with a variety of needs and abilities.

The Executive Director is responsible to the Board of Directors for the overall leadership, vision, strategy, financial stewardship, and organizational growth of the ministry. The Executive Director ensures all aspects of the organization align with Starbrite's Christ-centered mission while advancing strategic priorities, expanding community impact, securing resources for long-term sustainability, and providing executive oversight of programs, staff, and operations in accordance with PATH Intl. standards and nonprofit best practices.

### Core Responsibilities

#### 1. Strategic Leadership and Vision

- Partner with the Board of Directors to develop, implement, and evaluate the strategic plan
- Provide leadership to grow Starbrite's programs and community visibility
- Identify opportunities for expansion, partnerships, and innovation

#### 2. Fundraising and Resource Development

- Serve as a key leader and ambassador in all fundraising and resource development efforts
- Cultivate and steward major donors, support grant strategy, lead funding opportunities, build sponsorships and corporate partnerships, advance special events, and support capital campaign initiatives
- Work with the Board to engage and equip them in fundraising efforts
- Ensure a diversified funding strategy

### **3. Financial Oversight and Stewardship**

- Oversee financial management in alignment with Board-approved budgets. Monitor financial performance and guide strategic financial decisions
- Ensure fiscal responsibility, transparency, and accountability
- Collaborate with accounting staff or partners for accurate reporting and compliance
- Participate in and support organizational audits as directed by the Board of Directors and accounting firm, ensuring timely cooperation, documentation, and organizational transparency

### **4. Board Relations and Governance**

- Serve as the organizational representative at Board committee meetings and provide updates, reports, and leadership support as requested
- Provide consistent and transparent reporting on financial performance, strategic progress, program impact, and development efforts
- Support the Board in governance, planning, strategic direction and fundraising engagement

### **5. Community Relations and External Leadership**

- Serve as the primary spokesperson and ambassador for Starbrite
- Increase awareness of Starbrite's mission and impact
- Represent the organization at events, presentations, and public engagements

### **6. Organizational Leadership and Culture**

- Ensure staff alignment with organizational values and goals  
Foster a Christ-centered, mission-driven, and collaborative culture
- Provide direct supervision of 4 to 6 department leaders and staff as organizational structure and growth requirements

## **7. Program and Operational Oversight**

- Work with the Directors to provide executive oversight of programs to ensure high-quality service delivery, alignment with mission and strategic goals
- Compliance with PATH Intl. standards, accreditation expectations, and safety practices
- Ensure resources are in place to support program delivery

## **8. Marketing and Communications Oversight**

- Ensure consistent organizational messaging and branding
- Oversee communication strategies supporting fundraising, outreach, and engagement
- Support storytelling that reflects mission impact and participant outcomes

## **9. Compliance and Risk Management**

- Ensure compliance with applicable accreditation standards, nonprofit regulations, reporting requirements, and annual insurance requirement updates
- Ensure on-site organizational record keeping.
- Ensure implementation of safety protocols and risk management practices to protect participants, staff, volunteers, and horses
- Ensure systems are in place and used to track participant progress, program outcomes, and overall organizational impact
- Maintain organizational integrity and accountability

## **10. Additional Responsibilities**

- Travel as needed for fundraising, partnerships, and outreach
- Develop and maintain working knowledge of PATH Intl. standards, accreditation requirements, and best practices if not already competent in these areas
- Attend relevant trainings, conferences, workshops, or professional development opportunities as availability and organizational resources allow
- Perform other duties as assigned by the Board of Directors

## **Qualifications**

### **Education and Experience**

- Bachelor's degree preferred
- 5+ years of leadership experience in nonprofit management, equine-assisted services, or a related field
- Demonstrated success in fundraising and organizational leadership
- Experience working with or reporting to a Board of Directors preferred

## **Certifications**

- CPR and First Aid certification required
- PATH Intl. certification (CTRI, ESMHL, or similar) preferred but not required

## **Skills and Competencies**

- Strong leadership, strategic planning, and team development skills
- Financial literacy, budget oversight, and organizational management ability
- Effective communication, public speaking, and relationship-building skills
- Ability to support fundraising efforts, manage multiple priorities, and lead organizational growth

## **Personal Qualities**

- Commitment to supporting Starbrite's Christ-centered mission and organizational values
- Integrity, humility, and servant leadership mindset
- Relational, collaborative, and community-minded approach
- Passion for serving individuals with diverse needs and abilities

## **Physical Requirements**

- Ability to function in an active equine environment
- Ability to stand, walk, bend, and lift up to approximately 50 lbs as needed
- Comfortable working indoors and outdoors
- Ability to use a computer and standard office systems

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position