



## **Gypsy Vanner Horse Society Executive Administrator Job Position**

### **Organization:**

The Gypsy Vanner Horse Society (GVHS) is a 501(c)5 non-profit organization, incorporated in the state of Texas, and registering horses worldwide. Founded in 1996, as the first studbook for the Gypsy Vanner Horse, the GVHS now comprises over 10,000 horses registered and over 800 members.

### **Position Overview:**

The successful candidate will be responsible for the day-to-day administrative management of the GVHS under the direction of the President, and Board of Directors. To be successful the candidate must be committed to the success, growth and mission of the Gypsy Vanner Horse Society, and understand the workings of a business and a horse registry. The successful candidate will work to build relationships with members, owners, and affiliated industry professionals to help generate a positive image of the GVHS.

This position requires a person who has a strong business background and the ability to work independently and effectively from their home office, maintaining regular office hours for a minimum of 6 hours per day, five days per week. In addition, the candidate must be available for monthly Board meetings, usually held in the evenings, and for travel to select GVHS events such as the Annual Meeting. Additional effort beyond this will increase chances of success in the role, and for the growth of the organization.

### **Responsibilities:**

- Act as the primary point of contact for enquiries by email and telephone. Be the hub of communication between the BOD, the membership and anyone outside the organization.
- Provide guidance and support to the Board of Directors at all Board meetings and other committee meetings as required.
- Understand and maintain GVHS compliance with all State and Federal requirements for a non-profit organization.
- Work with the President and Board of Directors negotiate all agreements/contracts necessary for the management and operations of the organization (insurance, finance, legal, affiliate organization memberships).
- Work with the treasurer and finance committee to prepare an operating budget for approval by the Board and ensure that the GVHS operates within the established budget guidelines.
- Liaise with the registrar, as needed, to maintain the flow of registration, and mediate issues or complaints.



- Liaise with all GVHS Committees to monitor and facilitate their progress, provide necessary resources and coordinate communication between Committees and the Board of Directors. Current Committees include Finance, Registration, Publications, Licensed Officials, Grievance, Rules & Bylaws, Shows, Evaluations, Marketing & Public Relations, Youth, Nominations, AGM and Advisory Council.
- Coordinate and maintain inventory of GVHS printed marketing materials, including event banners, brochures and flyers. Package and ship to locations where required.
- Manage advertising opportunities.
- Coordinate ordering and shipment of awards as required.

This list is not all inclusive. The successful candidate may fulfill other business needs as required.

**Qualifications:**

- Bachelor’s degree with 5– 10 years of senior management experience strongly preferred.
- Strong verbal and written communication skills.
- Working knowledge of human resource topics.
- Effective public speaking and presentation skills.
- Extensive experience with Microsoft Office software and other IT systems.
- Analytic, organizational, and problem-solving skills which support sound decision making.
- Innovative thinker, with a record of translating strategic thinking into plans of action.
- Excellent interpersonal skills with the ability to engage a diverse range of stakeholders.
- Excellent conflict resolution skills.
- The ability to foster a positive organizational culture that encourages teamwork amongst board, staff, and volunteers.
- Excellent planning, promotion and management skills for daily work and events.
- Ability to understand and negotiate contracts.
- Ability to create and manage complex schedules, juggle multiple priorities.
- Knowledge of non-profit organization laws, regulations and rules and the equine industry

**Equipment:** The successful candidate will utilize office equipment including computer, printer, scanner and telephone. (All disposable office supplies and postage will be provided or reimbursed with receipts.)

**Salary:** Pay is monthly on a contractor type basis. A 1099 tax form is issued in January each year. (Expenses for required travel to events are reimbursed per the GVHS travel reimbursement policy.)

**To apply, please submit a cover letter, resume, and three references to the GVHS Office at the address below OR email to [gvhs@vanners.org](mailto:gvhs@vanners.org)**

