**JOB DESCRIPTION**

**POSITION TITLE:** Executive Director

**FUNCTION:** The Executive Director executes the strategic operational goals of the Kentucky Horse Council in order to achieve its vision and mission as set forth in its bylaws and as governed by the Board of Directors.

**REPORTS TO:** Board of Directors

**HOURS:** Full time, salaried, exempt position

**RESPONSIBILITIES:** In leading the KHC office, the Executive Director will have the overall responsibility and commensurate authority within the limits of the Bylaws, and policies to carry out the following responsibilities:

### Provide effective and proactive leadership for the KHC.

1. Develop a state and national presence on behalf of the KHC.
2. Provide strategic planning and oversight of the implementation of short-term and long-term plans, projects, and programs.
3. Provide strategic oversight of the KHC office to include all business activities, personnel matters, and administration of service to members and volunteers.

### Communicate with all constituencies.

1. Provide direction and oversight for the organization’s overall financial affairs, including cooperating with the Finance Committee and Treasurer to recommend annual budgets.
2. Increase, strengthen and diversify the KHC’s funding sources with the assistance of the Board, committees, and appropriate outside resources.

### Oversee implementation of programs and policies approved by the Board of Directors and work to fulfill all contracts and commitments of the Board of Directors.

### Oversee the necessary support is provided to staff and committees to enable them to properly perform their functions and ensure committee decisions and recommendations are approved by the Board of Directors when appropriate.

### Attend all Board of Directors, Executive, and Personnel Committee meetings unless otherwise excused, and assist the Board President and appropriate committees in planning and conducting Board of Directors' and other official meetings of the organization.

### Provide strategic direction and coordination of all KHC programs, events, and activities.

12. Serve as an ambassador for the KHC in a wide variety of settings.

1. Provide strategic direction for the KHC’s use of technology.
2. All other duties assigned or requested by the President and/or Board of Directors.

**TO APPLY:** Submit a cover letter and resume to [director@kentuckyhorse.org](mailto:director@kentuckyhorse.org)**.** Please submit applications electronically only**.** If you have any questions, please contact Katy Ross at director@kentuckyhorse.org.

**Application deadline: August 20, 2020.**