

Executive Director Equestrian Events, Inc.

The Equestrian Events, Inc (EEI) Board of Directors seeks to employ an energetic, forward thinking, conscientious individual, who is ambitious and results driven as the Executive Director for the organization located in Lexington, Kentucky. EEI is the organizer of the Rolex Kentucky Three-Day Event and the Ariat Kentucky Reining Cup. EEI is a volunteer-led non-profit organization with a 28 member Board of Directors.

The Executive Director reports directly to the Board of Directors. Currently, there are four full-time staff members working in the office of EEI, which includes the Director of Competition, the Director of Development, the Director of Ticketing, and the Director of Trade Fair and Office Manager. The Bookkeeper is a part-time staff member also working in the office.

In this full-time, hands-on leadership role, the Executive Director will partner with the Board of Directors, their committees, and the Staff to direct, coordinate and carry out all aspects of the events organized by EEI. *In conjunction with the Board and the Staff, the Executive Director's responsibilities will include:*

- Manage the day-to-day affairs of the corporation through a professional staff and the Board of Directors.
- Oversight of the marketing and advertising for the corporation.
- Develop and maintain a public relations program, which includes representing the organization wherever required.
- Develop short-term and long-term innovative ideas for promotion of the corporation and to generate revenue.
- Organize activities to promote the events of the corporation.
- Oversight of the corporation's financials.
- Oversight of all aspects of the events organized by the corporation.
- Negotiate and oversee contracts with vendors, as directed by the Board of Directors.
- Manage contract labor, negotiate and oversee all contracts, as directed by the Board of Directors.
- Communicate with the parent organizations of EEI, including USEA, USEF, FEI, and USOC.
- Maintain involvement with sponsors and sponsorship negotiations.
- Communicate with all constituents including the Board of Directors, staff, owners, competitors, and volunteers.
- Ensure the corporation remains compliant with any regulations governing non-profit organizations.
- Oversight of contributions to charitable organizations.
- Manage and provide direction to the staff.
- Attend Board of Directors meetings, and prepare regular reports to the Board.
- Participate in a wide variety of special projects and compile a variety of special reports as required.

Qualifications

Must have a strong public relations and managerial background. Bachelor's degree in any field along with sales and marketing experience and familiarity with the equine industry is required. Experience with a volunteer-led non-profit organization with a board of directors is preferred. Must have superior management and analytical skills, technology savvy, good work ethic, entrepreneurial spirit, commitment to achieving success, effective communication skills and sound business judgment. Must work well with all levels of volunteers, staff and board of directors.

Application Process

Applicants should submit the following materials:

- Letter of interest addressing how your education and experience has prepared you for the responsibilities of this position. Please include specific salary requirements.
- Resume summarizing your experience and education, along with telephone and email contact information.
- List of professional references, including their contact information.

This information should be submitted to jane.chiles@meridianchiles.com