Position Description:

Ohio Quarter Horse Association Executive Vice President/Executive Director

Organization:

The Ohio Quarter Horse Association is a 501 (C) 5 non-profit organization headquartered in Richwood, Ohio. Founded in 1960, OQHA is the Ohio affiliate of the American Quarter Horse Association. We strive to serve our members through innovative programs that encourage and facilitate the breeding, competition, and enjoyment of registered American Quarter Horses in the state of Ohio. In addition to approving all Quarter Horse shows in the state of Ohio, we are responsible for the creation, implementation, and yearly production of the largest horse show in the world, The All American Quarter Horse Congress. 2012 will mark the 46th anniversary of the Congress, an event that welcomes over 9,000 horses and exhibitors from around the nation, Canada, and abroad who compete for millions in cash and prizes, and a chance to earn the coveted title of 'Congress Champion.' The three week event draws more than 650,000 attendees, and has an annual economic impact of $180,000,000 for Central Ohio.

Position Overview:

The Executive Vice President/Executive Director serves as the chief administrative officer of the Ohio Quarter Horse Association. Reporting to the Board of Directors, the Executive Vice President/Executive Director will have overall strategic and operational responsibility for the successful implementation of OQHA’s mission, goals and objectives.
Position Reports to:

The OQHA Board of Directors

Responsibilities:

Board Responsibilities:

- Provide guidance and support to the Board of Directors at all OQHA Board meetings, Congress Tri-Chairmen meetings, Executive Committee meetings, and other committee meetings as required
- Provide direction and support to all OQHA Committees by assisting the chairperson and committee members as needed
- Serve as the primary interface between OQHA Staff and Board
- Prepare and deliver a State of the Association report at the Annual OQHA Membership Meeting

Staff Responsibilities:

- Effectively manage the OQHA office in Richwood, Ohio including supervising and directing all employees
- Manage all human resource matters assuring that our employment practices comply with current laws and regulations
- Conduct annual employee reviews

Leadership Responsibilities:

- Develop, refine, and implement short and long range business/strategic plans for approval by the OQHA Board of Directors
- Serve as OQHA Liaison with national equine associations such as AQHA, NSBA, NRHA, NCHA, and NBHA
- Work with all regional OQHA organizations to bolster the success of all Quarter Horse shows in Ohio
- Attend selected horse shows in Ohio and build relationships with owners, trainers, and exhibitors to help generate a positive image of OQHA
- Serve as AQHA Region 4 Championship Show Manager, and Member of the Regional Championship Steering Committee
- Serve as Show Manager of the All-American Quarter Horse Congress (see specific Congress responsibilities set forth below)
- Maintain a working knowledge of developments and trends in the equine industry
Budget and Finance Responsibilities:

- Work with the staff, finance committee, and executive committee to prepare an operating budget for approval by the Board, and ensure that the Association operates within the established budget guidelines
- Work with the staff and accountants to prepare monthly financial reports, to be presented to the Board of Directors before each monthly board meeting; field any questions from Directors and/or Association members regarding financial reports
- Assure that all tax returns and other filings required by law are completed in a timely manner

Information Technology Responsibilities:

- Assure that an appropriate information technology system that supports the needs of the Association is maintained
- Identify opportunities for the appropriate and cost effective investment of OQHA financial resources in new information technology systems and/or system upgrades

Community and Public Relations Responsibilities:

- Assure that the Association and its mission, programs, products, and events are consistently presented in a positive image at the local, state, and national level
- Work to fortify the exposure of OQHA and The Congress in all media streams including traditional print sources, radio, television, internet and social networking sites
- Market and promote OQHA and The All American Quarter Horse Congress to develop a strong brand

Public Policy, Legal, and Legislative Responsibilities:

- Represent OQHA before government officials and the legislature to advocate on behalf of the Association, always portraying a positive image of OQHA, the Congress, and other matters of Association business at the local, state, and national level
- Serve as liaison between OQHA Board of Directors and legal counsel on legal matters
- Assure compliance with applicable non-profit organization laws and regulations

All American Quarter Horse Congress Responsibilities:

- Serve as show manager of the All American Quarter Horse Congress
- Assist the President and Congress Tri-Chairmen with all aspects of planning and management of the Congress
- Provide guidance and direction to Congress Steering Committees
• Oversee all aspects of Congress facility/showground preparation from set-up through completion of the event
• Cultivate existing Congress sponsor relationships, as well as seek new sponsorships
• Manage the Congress Trade Show, including working with the Congress Tri-Chairmen to select commercial exhibitors that offer an intelligent variety of goods and services to Congress Attendees
• Manage all Congress workers and volunteers
• Working with the Association President and Congress Tri-Chairmen, negotiate all contracts necessary for the implementation of the Congress
• Hire Congress Judges
• Apply for all necessary permits, and ensure compliance with all pertinent state and federal laws
• Be committed to each and every Congress Exhibitor (without whom the Congress would cease to exist); working tirelessly to ensure all exhibitors have every opportunity to exhibit their horse in a safe, fair, and impartial competition

Qualifications:

• Bachelor Degree strongly preferred
• 5 – 10 years of senior management experience
• Working knowledge of human resource topics including, but not limited to, employee hiring/firing, compensation, and benefit plans
• Strong verbal and written communication skills
• Effective public speaking and presentation skills
• Computer literate; experience with software and information technology 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
• Ability to understand and work with a diverse group of people
• Excellent interpersonal skills with the ability to engage a wide range of stake-holders
• Excellent conflict resolution skills
• The ability to foster a positive organizational culture among board, staff, and volunteers that encourages teamwork and collaboration, with the ability to serve as a unifying and consensus building force
• Ability to raise the visibility of OQHA through successful marketing and promotion, including expansion of the membership base
• Knowledge and understanding of the legislative process at local, state, and national level
• Past success working with a Board of Directors
- Excellent event planning, promotion, and management skills
- Ability to negotiate contracts
- Ability to create and implement complex schedules
- Knowledge/familiarity with non-profit organization laws, regulations, and rules

**Salary:**

Commensurate with Experience

**How to Apply:**

This position is now open and will remain open until an excellent candidate is hired.

To apply, please submit a cover letter, resume, and 3 references to:

The Ohio Quarter Horse Association  
Attention: Executive VP/Executive Director Search Committee  
c/o Elizabeth Gorski, Chairperson  
16559 King Road  
Bowling Green, OH 43402  
jegorski@frontier.com