

BACK COUNTRY HORSEMEN OF AMERICA

Executive Director Job Posting

Back Country Horsemen of America (BCHA) seeks an Executive Director to oversee and manage operations of our national volunteer 501 (c) 3 public benefit organization. BCHA has 27 member state organizations throughout the nation with a combined membership of 13,000. Annually, BCHA members perform volunteer work on our nation's trails to benefit all trail users. In 2010, this work was valued at over \$11,000,000. Cumulatively, BCHA has provided \$63,000,000 worth of trails work over the last 16 years.

The Executive Director is a new position and will require a motivated self-starter, knowledge of all-volunteer organizations, and a passion for the mission of BCHA. Currently, BCHA has contract staff consisting of the Executive Secretary (who has over 15 years of experience and knowledge of BCHA); the Senior Advisor Wilderness Recreation & Trails; and the national newsletter staff (editor and graphic designer). Knowledge of back country and wilderness issues, recreational trail use, and use of pack and saddle stock on public land is a plus.

Responsibilities include:

- Assist the Chair, Executive Committee, and Board of Directors to coordinate the work of the organization in order to accomplish the mission and goals of BCHA.
- Develop, propose, and implement strategic plans to accomplish short-term objectives and long-term goals of BCHA.
- Manage contract staff, consultants, and volunteers.
- Deliver timely regularly scheduled and relevant financial reports for the board and all board committees.
- Deliver materials for annual national board meetings and regularly scheduled Executive Committee meetings.
- Manage public relations and publicity planning and implementation to increase public awareness and education on issues of importance to BCHA.
- Continued education on back country, public recreational trails use, wilderness issues, trails communities.
- Develop opportunities in trails communities for BCHA to present information and collaborate on issues of importance to BCHA.
- Become knowledgeable (or have knowledge) of the legislative and advocacy process for BCHA and collaborate with the Senior Advisor Wilderness Recreation & Trails. Work with Chair and Sr. Advisor Wilderness, Recreation & Trails to further the goals of the organization with respect to the rights to maintain and increase use of pack and saddle stock on our nations trails
- Develop fundraising and revenue plan for operations, special projects, increased public involvement and membership growth.

Minimum Qualifications:

- Organizational skills to manage and/or implement, facilitate, promote, and market BCHA and issues critical to the success of BCHA
- Excellent professional verbal and written communications skills and experience in communications with public agencies, land managers, trails communities, volunteers, and partners.
- Proven leadership and motivational skills.
- All-volunteer non-profit organization experience desirable.
- Administrative and management skills to work collaboratively with all-volunteer committee structure.
- Capacity to work with, facilitate, and communicate effectively in small and large groups.
- Computer skills including Microsoft Word, Excel, and other Microsoft Office software.
- Knowledge of the legislative process at local, state, and national levels
- Knowledge of the horse industry preferred.

Personal Qualifications:

Good judgment, loyalty, honesty, enthusiasm and integrity

Compensation

Base compensation starts at \$25,000 annually.

How to apply

This position represents an excellent opportunity to get paid to do what you love – help keep back country and wilderness trails open and accessible to all users. You will have the well-documented efforts of a proven powerhouse of volunteers behind you. You will also have the well-established and well-respected brand image of Back Country Horsemen of America. Over the years, BCHA leadership and volunteers have earned a respected reputation for the organization through commitment, integrity, and hard work. Now we need your talents, abilities, and skills to help the organization achieve its mission.

Please send electronically your letter of application, current resumé or curriculum vitae, and a writing sample to Peg Greiwe, Executive Secretary at peg@backcountryhorse.com. No other form of application is acceptable. Deadline to apply is November 15, 2011