

Chief Operating Officer

Belgian Draft Horse Corporation of America

Position Summary

The Chief Operating Officer is responsible for the business operations of the Belgian Draft Horse Corporation. This includes maintenance of the Belgian Registry, fiscal oversight, communication with members, administration of the bylaws and policies set forth by the Board of Directors and promotion and marketing of the Belgian horse, as directed by the Belgian Draft Horse Alliance, Inc Board of Directors.

Key Responsibilities

- Oversee and ensure proper maintenance of the Belgian Registry, ensuring timely and accurate data collection for all registration transactions.
- Adhere to and follow all by-laws of the Belgian Draft Horse Corporation and Belgian Draft Horse Alliance, Inc.
- Manage workflow in the office, including working within the financial parameters established by the Board of Directors.
- Possess strong communication and interpersonal skills.
- Assist in the planning, coordination and recording of all Belgian Board of Director and Belgian Draft Horse Alliance, Inc meetings.
- Demonstrate skill of working with and motivating office staff, board members and other volunteers.
- Serve as a liaison to committees, helping keep them on task and performing in a timely manner.
- Demonstrate “self-starter” ability and high degree of integrity.
- Serve as an “Ambassador” for the Belgian horse in all aspects of the industry (Breeders, Show, Pull, Farm, Riding and Pleasure).
- Willingness to travel promoting the Belgian horse at industry events.
- Ability to utilize all forms of communication with the membership, including website, social media, written and oral communication.
- Demonstrate promotional skills including fundraising ability for 501c3.
- Assist in the coordination and production of Belgian Programs.
- Interview, hire, train and supervise all employees of the Belgian Draft Horse Corporation.
- Oversee maintenance of the Belgian office and property.

Job Specifications

Education and Experience

- Preferred college degree in business administration, organizational management, education or animal science.
- Three years of experience in record keeping and/or non-profit organizational leadership would also be helpful.

Knowledge, Skills and Abilities

- People skills and positive, enthusiastic attitude
- Ability to communicate with members, youth, staff, and key industry contacts
- Experience working with board of directors
- Knowledge of non-profit organizations
- Proven management and supervisory skills
- Technical competence to use computers, software, internet applications

Working Conditions/Physical Requirements

- Position operates in a professional office environment in Wabash, Indiana
- Successful candidate will report to the Belgian Draft Horse Corporation of America Board of Directors.
- Full-time position with occasional evening and weekend hours required
- Position includes significant travel outside of the local area and overnight stays

Measures of Performance

- Adherence to mission statement and core values of the organization
- Integrity of the Registry
- Observance of By-laws and policies
- Organizational and promotional skills
- Fiscal Responsibility
- Staff and Director Feedback
- Fundraising ability

Send Letter of Interest & Resumes to:

- Mail: Chair of Personnel Committee
% Walter Schaefer, Jr
PO Box 335
Wabash, IN 46992
- Or electronically (preferred): careers@belgiancorp.com

For more info visit: <https://www.belgiancorp.com>

Application Deadline is March 22, 2020