

<b>Position Title</b>	Executive Director
<b>Function</b>	Management/Administration
<b>Salary</b>	\$58,000 Starting Pay Depending on Qualifications
<b>Deadline for all Applicants</b>	December 31, 2021
<b>Legal Entity</b>	Tennessee Walking Horse Breeder's & Exhibitors Association
<b>Posting Description</b>	<p>TWHBEA, headquartered in Lewisburg, Tenn., is the oldest and most prestigious organization devoted to the promotion and protection of the breed. Founded in 1935, the breed registry was established to record the pedigrees of the Tennessee Walking Horse. Its goal is to maintain the purity of the breed, to promote greater awareness of the Tennessee Walking Horse and its qualities, to encourage expansion of the breed and to help assure its general welfare.</p>

### **Job Summary**

The Executive Director plans, organizes, directs, and coordinates the staff, programs and activities of the TWHBEA to assure that objectives are attained, plans fulfilled, and member needs met.

Through management and leadership, the candidate will achieve economical, productive performance, forward-looking programming and constructive growth of the Association.

### **Job Functions**

- Maintains internal and external relations and responsible for communicating performance objectives between staff and board of directors/executive committee.
- Coordinates all approved programs, projects, and major activity of the headquarters staff.
- Hires, trains, and motivates Association staff and conducts performance reviews.
- Develops and operates within an annual budget.
- Promotes all disciplines of the Tennessee Walking Horse through participation in horse industry organizations, public speaking engagements, trade shows, and other activities as approved and directed by the Board.

### **Minimum Qualifications**

- Job Knowledge and Skill: The candidate should have excellent interpersonal and communication skills with the ability to

successfully work with diverse groups; a self-starter with the ability to adapt in a changing environment and committed to continuous improvement; the ability to identify problems and take corrective action when necessary.

- Experience: Minimum of 5 years experience in a management or leadership role. Prior experience in equine or other agricultural industry preferred.
- Education: Bachelor's degree from an accredited university in Business Management, Human Resources, Agricultural Economics, or related field.
- Computer Skills: Knowledge of Microsoft Office applications, particularly Excel.
- Travel: Occasional day travel and possible limited overnight travel may be required.
- Basic Understanding of Profit and Loss Statements, Balance Sheet and QuickBooks