



Job Description For Executive Director Fair Hill International, Inc.

Fair Hill International, Inc. (FHI) is a nonprofit 501(c)(3) corporation located at Fair Hill, Maryland that conducts national and international equestrian sports competitions. The competitions are held at the State of Maryland's Fair Hill Natural Resources Management Area (FHNRMA) which is managed by the Maryland Department of Natural Resources (DNR).

In pursuit of its mission, FHI conducts a series of competitions throughout the year. From April through September, the organization holds three sanctioned (FEI, USEF, USEA) Horse Trials and three other entry-level Horse Trials. Each of the six Trials attracts an average of 250 competitors, for a total of 1,500 annual Trials competitors. The organization also conducts one Combined Carriage Driving Event (CDE) in June and one Endurance Riding Event (50 mile and 25 mile) in April, along with several equestrian schooling and training opportunities.

In October, the organization conducts the Dutta Corporation Fair Hill International Festival in the Country, featuring the United States Equestrian Federation (USEF) CCI Three-Star and CCI Two-Star Fall Championships of Eventing, the United States Eventing Association (USEA) Young Event Horse East Coast Championships, and a wide array of non-equestrian attractions that appeal to the many spectators who attend the October Event. The titles of these competitions will change in 2019 due to Federation Equestre Internationale (FEI) reclassification to CCI4*-L and CCI3*-L levels. In 2020, the CCI 4-Star Event will transition again to the elite International CCI5*-L level and will be produced in collaboration with the Maryland Sports Commission.

The affairs of the organization are administered by the Board of Directors (Board) through its Committees with the assistance of staff and volunteers.

Executive Director

The Executive Director reports to the Executive Committee of the Board, serves as the public face of FHI and assists the Committees to do their work.

FHI currently has the following standing Committees, typically chaired by a member of the Board: Executive, Nominating, Finance, Fundraising, Marketing, Competition, October 3 Day Event and Volunteers.

This full-time or part time position is responsible for multiple areas and the person filling it must be capable of wearing many "hats." The position is salaried, not a 9 to 5 job, and will require occasional evening and weekend availability. Salary will be commensurate with experience, qualifications and time commitment.

Specific responsibilities include:

In Program Development and Administration area, the Executive Director will:

1. Assist the Executive Committee and the Board to develop a long-range strategy which achieves FHI's mission, and toward which the organization makes consistent and timely progress.
2. Assist all the Committees and carry out plans and policies authorized by the Board.
3. Assist the Fundraising Committee to pursue sponsorships, donations and grants to ensure the long-term sustainability of the organization
4. Assist the Marketing Committee to create, enhance and sustain FHI's image through branding, messaging and outreach using appropriate channels.
5. Assist the Competition Manager, the Horse Trials Committee and the October 3 Day Event Committee to meet their event-driven needs while managing the revenue and expense goals.
6. Assist the Volunteer Committee to promote active and broad participation by volunteers in all areas of the organization's work
7. Maintain a working knowledge of significant developments and trends occurring at various organizations such as FEI, USEA, USEF, American Driving Society (ADS), American Endurance Ride Conference (AERC), Maryland Horse Industry Board and other key organizations.
8. Manage organizational and IT assets: FHI's office, website, educational materials, etc.

9. Assist the Corporate Secretary and Nominating Committee to maintain official records and documents, and ensure compliance with federal, state and local laws and regulations.

In Communications area, the Executive Director will:

1. See that the Board is kept fully informed on the condition of the organization and all-important factors influencing it.
2. Be the face/voice of FHI in the local/regional/national community, drawing upon Board Members, staff and volunteers when necessary. Represent the programs and point of view of the organization to agencies, organizations, and the general public.
3. Publicize the activities of the organization, its programs and goals.

In the Relationships area, the Executive Director will:

1. Work with the Competition Manager to maintain sound working relationships with the governing bodies of our equestrian sports (USEA, USEF, FEI, ADS, AERC).
2. Establish/maintain sound working relationships with our volunteers. Establishing, maintaining, enhancing, rewarding and tracking volunteers' involvement and experience with FHI's competitions is a critical success factor given FHI's heavy reliance on volunteers.
3. Establish/maintain a sound working relationship with the DNR at Fair Hill (local office at FHNRMA) and in Annapolis (site of DNR's statewide office).
4. Establish/maintain a sound working relationship with our corporate sponsors and major donors.
5. Establish/maintain sound working relationships and cooperative arrangements with community groups and organizations.
6. Work as requested by the Executive Committee with the FHI Competition Manager and State of Maryland and other external personnel regarding the 2020 CCI5*-L Event.
7. Be responsible for the recruitment, employment, and release of all paid personnel.

8. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
9. Encourage staff and volunteer development and education. Assist program staff in relating their specialized work to the total program of the organization.
10. Maintain a climate which attracts, keeps, and motivates diverse, top quality volunteers and staff.

In Financial area, the Executive Director will:

1. Be responsible for working with the Bookkeeper, Treasurer and Finance Committee in developing and maintaining sound financial practices. Work with the Bookkeeper, Treasurer and FHI's accounting firm to ensure generally accepted accounting principles are followed and federal, state, and local tax, non-profit and other filings are completed accurately and timely, (experience with QuickBooks software is preferred).
2. Work with the Treasurer, Finance Committee, and Bookkeeper to prepare an annual budget broken down by month and by competition for cash flows, income statements and capital expenditures (for assets). See that the organization operates within budget guidelines.
3. Ensure that adequate funds are available to permit the organization to carry out its work.
4. Jointly, with the Corporate Officers of FHI, conduct official correspondence of the organization and with designated officers and in consultation with FHI's legal counsel, execute legal documents (e.g. contracts).

Desired Skills, Experience and Qualifications:

- Experience working with a non-profit organization.
- Demonstrated ability to raise funds from donors and sponsors.
- Experience working with a volunteer-led and volunteer-staffed organization.
- Demonstrated professional writing and speaking skills
- Some knowledge of equestrian competitions, specifically Three-Day Events, is a plus.
- Proficiency with QuickBooks is a plus.
- Experience in maintaining and updating basic website information is a plus.
- Experience using social media (Facebook, Instagram, Twitter, etc.).

How to Apply:

No later than Monday, January 14, 2019, email cover letter and resume with subject heading "ATTN: FHI Search Committee" to: searchcommittee@fairhillinternational.com

Applications will be treated confidentially and acknowledged promptly. NO PHONE CALLS PLEASE.

Fair Hill International, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age or disability in accordance with applicable federal, state and local laws.

For more information about FHI, visit our website at <http://fairhillinternational.com/>