

CAREER OPPORTUNITY

EXECUTIVE SECRETARY

APPALOOSA HORSE CLUB

The Appaloosa Horse Club In Moscow, Idaho

is recruiting an Executive Secretary who will be a collaborative, inclusive, results-oriented leader who thrives in a fast-paced technology driven world, can transform strategy into operational goals and objectives, and improve membership services. If you want to work for the National Breed Association and official registry for Appaloosa Horses then look further in this brochure for application details.



The Appaloosa Horse Club

Our Mission

Honor the heritage and promote the future of the Appaloosa horse

The Appaloosa Horse Club (ApHC) was formed in 1938 by a group of passionate individuals determined to preserve the famed Nez Perce war and hunting horses and prevent their permanent disappearance. The ApHC provides services for the benefit of its members which encourage Appaloosa ownership and participation; foster growth through promotion, recognition, advertisement, publicity; and, charter a regional, national, and international network of clubs or associations and provide support and assistance to them in their efforts to promote the Appaloosa breed.

Our History

In 1877, life as the Nez Perce knew it would come to an end. Led by Chief Joseph and an assemblage of other Nez Perce chiefs, the tribe attempted a daring 1,350-mile retreat to Canada in order to avoid capture and placement on reservation lands. The Appaloosa dutifully accompanied warriors, women, children, and elderly over some of the most rugged terrain in the West, eluding five regiments of the US Cavalry. Less than forty miles south of the Canadian border, in the shadows of the Bear Paw Mountains, Chief Joseph surrendered. The Nez Perce were sent to Oklahoma. Their horses were confiscated and either destroyed or sold. The Appaloosa bred to perfection by the Nez Perce assimilated into other breeds and was nearly lost forever. The rest is history ... a breed successful unto itself. The modern Appaloosa is no longer needed for the rigors of war, and the qualities for which they were bred make the breed the treasure that they are today. They are valued for their versatility, trainability, and work ethic adapted for use in all disciplines. The Appaloosa delivers it all in an attractive and unique package!



Photo credit Ursula Lise

Ideal Candidate

The ideal candidate will have experience in the management of equine membership-oriented programs; partnering with others to enable organizational success; ability to foster passionate and empowered staff and equine enthusiasts to make a meaningful difference; and deliver responsive service through innovative business solutions.

The Executive Secretary will:

- Collaboratively develop, maintain, and enhance the relationships between the ApHC, its members, and other organizations.
- Promote ApHC value.
- Improve and enhance customer service to deliver value to its members.
- Set and communicate a clear vision and organizational objectives.
- Transform strategy into operational goals and objectives for the ApHC to deal effectively with emerging and changing industry trends and needs.
- Be a results-oriented leader and develop teams that set and produce measurable outcomes in the registration, membership, show, trail, and marketing arenas.
- Track the effectiveness of the ApHC's strategic plan, communications, and continuous improvement programs.
- Execute policies and directives established by the Board of Directors.
- Drive the ApHC to achieve and surpass profitability, cash flow, and business goals.
- Strengthen financial position through membership and registration growth.
- Anticipate the political, social, and economic issues that may affect the equine industry and recommend appropriate actions as may be necessary to the Board of Directors, government agencies, and membership.
- Identify new technology to advance service and program delivery and improve efficiencies.
- Be a creative problem solver, trust builder, and accountable decision-maker.

Salary & Benefits

The salary for the Executive Secretary position is negotiable commensurate with experience and typically established in a three-year contract with options to renew. In addition to the base salary, the ApHC offers:

- Fifteen (15) days of vacation
- Hospital, medical, and dental plans
- Life insurance benefits

Qualifying Experience

REQUIRED:

- Minimum of five years (5) experience in a senior management position.
- Proven track record in leadership and management abilities which reflects a commitment to professionalism, member services, and equine advocacy.
- Strong visionary and strategic thinking, interpersonal, and oral & written communication skills.
- Knowledge and understanding of profit and loss, balance sheet, and cash flow management and general finance with budgeting knowledge.
- Understanding of human resources and personnel management.
- Ability to build consensus and relationships among executives, partners, and the workforce.
- Proven negotiation skills, ability to work under pressure, plan workload and delegate, understand issues quickly and make collaborative decisions.
- Ability to pass a satisfactory background and reference selection process.

PREFERRED:

- Bachelor's degree or Master's degree in an equine, livestock, agricultural, or closely related field.

Other Information

This is a full-time position located in Moscow, Idaho and regularly requires long hours with some weekend work for events and programs, including travel outside the local area overnight to both U.S. and international destinations.

This position manages subordinate program supervisors who supervise employee(s) and is responsible for the overall direction, coordination, and evaluation of ApHC programs. The Executive Secretary may also directly supervise non-supervisory employees. Other responsibilities include: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints, and resolving problems.

The job operates in a professional office environment and routinely uses standard office equipment including computers, printers, cell phone, and other information technology.

This job bulletin includes, and is not limited to, all requirements and preferences as stated. Duties, responsibilities, and activities may change at any time with or without notice.

How to Apply

The Board of Directors is looking to fill the position as soon as possible;
apply by 5:00 p.m. July 15, 2021 for first consideration

Submit a cover letter, resume, summary of experience that demonstrates meeting
position requirements, including three professional references

via email only to:
Employment@appaloosa.com

Lori Wunderlich, President
Appaloosa Horse Club

ApHC will confirm receipt or may contact you



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