



ARABIAN HORSE ASSOCIATION

WE'RE HIRING!

NATIONAL EVENTS MANAGER

Do you have a passion for the Equine Industry?

THIS IS THE JOB FOR YOU!

Arabian Horse Association (AHA) is seeking an enthusiastic, committed, professional individual to fill our hybrid remote National Events manager position. In this position, you will provide exceptional service to all members, customers, and vendors, which includes being helpful, professional, and courteous; taking the time to understand members and customer needs. Coordinates and implements the planning, preparation, promotion, and production of the Nations Events of the Arabian Horse Association. Working in conjunction with all departments of AHA, Board of Directors, committee members, and vendors.

Ensure all strategies and tactics are executed with excellence and promptly. Strives to manage and resolve conflicts. Works with teams and staff to meet goals and expectations. Displays initiative and creativity; judgment/integrity; cooperation/teamwork; quality of work; and reliability and steadiness under pressure. This position works in a team environment to help conceive and create the best possible experience for horses, exhibitors, customers, and vendors. Core Competencies for this position include being a self-starter with superb time management skills, excellent communication skills, both written and verbal, solid project management skills, initiative and creativity, judgement/integrity, cooperation/teamwork, quality work, reliability, and steadiness under pressure. This position requires significant travel during July through November with time frames that could be up to two weeks or more.

To apply, send a Resume and Cover Letter to hr@arabianhorses.org

PRIMARY POSITION DUTIES AND RESPONSIBILITIES

Oversight, planning, management, and execution of all National Events. Create new strategies to increase engagement of event audiences. Management and direction of multi-million dollar budgets and spending. Develop design recommendations for a strategic approach, policies, budget, and creative direction of each event. Coordination and leadership of employees and



ARABIAN HORSE ASSOCIATION

hundreds of volunteers and contract laborers (compensation, travel, accommodations, issues, etc.). Develop actionable tactics to engage, educate, and recruit new volunteers. Obtains required permits and licenses, or ensures they are in place, for event operations, and ensures compliance with local, state, and federal laws and regulations. Execute Contract negotiation with a wide array of vendors and facilities (including but not limited to caterers, event staff, videographers, photographers, and hotels). Create, solicit, and review Request for Proposals (RFPs) for all services related to events. Solicits, obtains, implements, and monitors all merchant and vendor contracts. Maintain positive vendor relations. Writing and submission of grant proposals. Develop operation policies and procedures. Obtains required permits and licenses or ensures they are in place for event operations and ensures compliance with local state and federal laws and regulations. Works with Marketing to manage communications and promotional material for events. Develops methods to evaluate and measure event success. Leverages insights in the development of an annual strategy. Ensures that all legal/health/safety obligations are adhered to for events. Coordinates venue management with the internal operating departments to ensure that all areas of operation are working together to create an exceptional guest experience. Close coordination with local visitor bureaus for mutually beneficial relationships for events Provides direction and supervision of event operations. Oversees the dismantling and removal of the event and clearing the venue efficiently post-event. Performs post-event evaluation, including data entry and analysis and producing reports for events. Keep the Executive Director well advised on the status of projects, initiatives, budget, and/or any obstacles encountered.

REQUIREMENTS

Preferably Bachelor's Degree in Business Administration, Event Management, or related field is preferred with 3 years of experience or an Associate's Degree in Business Administration, Event Management, or related field and 5 years of experience or 7 years equivalent experience. Prefer a minimum of 5 years experience in large-scale event and facilities event management. Prior experience with developing and managing event costs. Knowledge of the Equine industry or the Arabian Horse Breed is preferred (not required). Proven experience working in a fast-paced environment or a non-profit environment. Proficiency in using everyday office software programs, Microsoft, Outlook, etc. Ability to establish productive relationships and maintain credibility with customers and vendors. Knowledge of the Equine industry or the Arabian horse breed is preferred though not required. Colorado resident preferred (exceptions for the right candidate may be granted). Must be able to work in the U.S. Able to lift up to 35 pounds. Can stand, sit, and walk for long periods.



ARABIAN HORSE ASSOCIATION

SALARY & BENEFITS

Salary will range from \$70,000-\$75,000 based on education and experience.

Benefits include 9 paid holidays, floating holiday, paid vacation, health, vision, dental, life insurance and employer-paid state leave.

ABOUT AHA

The Arabian Horse Association (AHA) is a full-service non-profit breed association; AHA seeks to meet the breeding, competitive, and recreational interests of all Arabian, Half-Arabian, and Anglo-Arabian horse owners. We offer over 300 events and competitions and have the largest online marketplace, bringing enthusiasts together to share the joys of Arabian horse ownership. Our mission is to grow interest & demand for these horses; preserve the integrity of the breed; increase participation in activities involving the Arabian, Half-Arabian, and Anglo-Arabian horse; Recognition by the equine industry and general public about the value and attributes of these horses. Ensuring services and benefits are valuable and convenient for AHA members.