



The Arabian Horse Association, located in Aurora – a suburb in the beautiful Mile-High city of Denver, Colorado, is a dynamic organization currently searching for an Executive Vice President (EVP).

Qualified applicants are invited to send their resume and any supporting data to: EVP Selection Committee

- via e-mail to: EVP_Selection_Committee@ArabianHorses.org; or
- via mail to: 10805 E Bethany Drive, Aurora, CO 80014; or
- via fax to: 303-696-4599

Position Title: Executive Vice President (EVP)

Reports to: President of the AHA

Primary Purpose of this Position:

The management of AHA with focus on successful implementation of the vision and achievement of goals in the strategic plan as directed by the President, in accordance with the approved budgets, policies and directives of the Convention Delegates, Board of Directors, Executive Committee, and President.

Key Accountabilities: The main responsibilities of the position against which performance is measured

- Manage day-to-day operations of the Arabian Horse Association.
- Inspire outstanding performance and customer service through effective organizational development and training.
- Lead the AHA's planning processes to include annual operating goals and budget in alignment with the mission, vision, and approved strategic plan of the Board.
- Initiate development of long range plans and strategic initiatives aimed at furthering the goals of the Arabian Horse Association.
- Work closely with the President, Executive Committee and Board of Directors to ensure timely communication and resolution of important issues.
- Oversee and implement superior financial controls and reporting procedures that monitor the financial state of the organization and recommend strategies that meet/exceed financial targets.

Key Accountabilities (continued):

- **Ensure fiduciary responsibility, sound financial management and financial accountability.**
- **Oversee that AHA's rules, policies and procedures are implemented, followed and upheld in a fair and consistent manner.**
- **Lead the successful integration of staff from the merged organizations to form one cohesive unit.**
- **Oversee the hiring, firing, coaching/mentoring, training and management of staff.**
- **Serve as a model of ethical behaviour and integrity for members and staff.**
- **Provide strong leadership in developing, motivating, recognizing and rewarding volunteers and employees.**
- **Cultivate a passion for the Arabian horse by ensuring effective public relations, communications, public information, and marketing programs; and through visible involvement in major activities of the horse industry.**
- **Foster the development of new programs, services and events that will contribute to the growth of the breed.**
- **Develop and implement appropriate metrics and performance evaluation systems to measure and improve the effectiveness of all divisions and staff performance.**
- **Streamline business practices to maximize efficiency and effectiveness within each division/department to accomplish the organization's goals.**
- **Develop and maintain appropriate information systems necessary to accomplish the goals of the Association.**
- **Establish regular and effective communications among all members, customers, management and staff.**
- **Build consensus, provide resources and delegate responsibility for others to implement plans.**
- **Demonstrate active commitment to diversity of staff.**
- **Maintain strong/effective communication links and working relationships with all AHA employees, Board of Directors, Commissions, Committees, volunteers, members, clubs, and sponsors.**
- **Leverage Board talent and volunteer resources to the organization's benefit.**
- **Manage all litigation and legal support from outside counsel.**
- **Provide direct support to the President and Board of Directors as required.**
- **Execute projects/strategic initiative(s) delivery as assigned by the President.**

Decision Making Authority: The extent of the role holder's authority to make decisions without referral to a higher authority

- **Direct activities in accordance with AHA approved policy, directives, By-Laws and approved Business Plan.**
- **Responsible for the management operating decisions for all AHA divisions communicating with the appropriate Board, Commission and/or Committee.**
- **Responsible for effectively anticipating and managing the approved budget and matters that affect the financial performance of the organization.**

Key Competencies:

- **Leadership** – Able to motivate and inspire confidence, trust and superior performance of staff; and to proactively work with the Board of Directors to build consensus and promote policies and ideas for the betterment of the organization and the growth of the breed.
- **Decision Maker** – Skilled at making timely and appropriate decisions which further the goals of the Association.
- **Customer Service (members, employees, Board of Directors, Commissions, Committees)** - Able to communicate courteously and proactively; able to learn customer's short and long-term needs, see issues from customer's position and recommend products/services; able to promote customer focus in employees.
- **Listening, Understanding and Responding** - Able to use active listening skills or interpret nonverbal cues to better understand others' perspectives, behaviours or motivations: able to empathize with others' needs and respond sensitively: able to use judgement when responding to objections successfully. Can use technology to quickly respond to customers' needs.
- **Problem Solving** - Able to separate problems into components: able to recognize relationships among problem components, separate causes from effects and identify root causes; able to use analytical techniques to generate solution and the consequences; able to explain complex problems.
- **Innovation** – Able to generate and explore different, creative, imaginative or unique approaches; able to challenge conventional practices, adapt old methods for new uses or seek continuous improvement in procedures; able to establish company and/or industry trends.
- **Relationship Management** – Able to effectively build and manage external and internal relationships, which promote AHA's strategic goals and mission. Proven record of engaging efficient and effective outside providers.
- **Information Systems** – Skilled at implementation and management of information systems for the Association.

Performance Indicators: What criteria will be used to assess performance

- **Effectiveness of function as measured by the President, Board of Directors and member/customer satisfaction.**
- **Achievement of specific initiatives as annually agreed upon with the President and annually communicated by the President to the Executive Committee and Board of Directors.**
- **Overall effectiveness in implementation of the approved strategic and business plan.**

Capability Profile: What qualifications, experience and education will be required to perform the role

➤ **Qualifications**

- **Demonstrated leadership and managerial excellence.**
- **Leadership style; collaborative while directive.**
- **Proven track record in P&L management.**
- **Proven ability to work effectively with a large and diverse Board.**
- **Proven ability to build a strong and effective team. This includes attracting superior talent, accurately assessing strengths and developmental needs, and a willingness to make changes.**
- **Demonstrated ability to encourage excellence.**
- **Proven ability to lead annual and strategic planning process.**
- **Proven ability to implement efficient business processes.**
- **Customer/people focused.**
- **Demonstrated ability to leverage technology to enhance operations.**
- **Superior knowledge of management functions within a complex structure.**
- **Proven track record in a customer service based, membership environment desirable.**

➤ **Experience**

- **10 -15 years of senior management experience, ideally in customer driven environment with multiple and diverse constituencies.**
- **Experience overseeing a budget of more than \$11 million and a staff of 60.**
- **Proven leadership skills and outstanding written, verbal and interpersonal communication skills.**
- **Experience in public speaking and marketing of products and services.**
- **Experience developing innovative approaches, programs and events.**
- **Experience dealing with legal matters and managing outside counsel.**
- **Horse industry experience desirable but not required.**
- **Merger and cultural integration exposure preferred.**
- **Membership association experience preferred.**
- **Travel may be required.**

➤ **Education:**

- **BA, BS degree in a related field (i.e. Business). MBA preferred.**