



Executive Director  
Horse Council British Columbia  
Aldergrove, BC

### The Opportunity:

Here is your opportunity to bring your passion for excellence in organized sport and your exceptional operational leadership skills to head up the most successful multi-discipline, multi-breed equine association in Canada.

With more than 23,000 members and a 40 year history of leadership in the equine sector in BC, Horse Council British Columbia is looking for its next Executive Director to take the reins. Reporting to the President of the Board of Directors and leading a dedicated team of 8 professionals the new E.D. will be an inspirational operations and people leader with a mandate to guide the administration and management of this well-established organization.

In the E.D. role, you will be an articulate advocate and representative for all stakeholders in the equine community. Using your highly effective collaborative style you will lead strategies for growth, promotion and community engagement, providing programs and services that serve the members' needs. You will be the champion for the BC equine community, advocating at all government levels for support and funding, and liaise with your equine association peers across the country to build awareness for the sport amongst sponsors, partners, stakeholders and funders.

### The Organization:

Horse Council BC (HCBC) is a membership-driven not-for-profit association representing the interests of the equine industry in all sectors of the sport throughout British Columbia. Horse Council BC actively represents the equine industry in agriculture, industry, sport, and recreation through education, grant funding, club support, government advocating, liability insurance, and participant programs.

HCBC is a Provincial Sport Organization (PSO) that collaborates with business, industry and government on behalf of equine welfare, sports, recreation and the individual rider/driver, and is committed to the promotion of equitable, non-discriminatory participation in the sport in BC.

## The Ideal Candidate:

You are an organizational leader who inspires others with your strong communications style, your positive and collaborative leadership, and your ability to build bridges and form trusted relationships amongst peers, stakeholders, direct reports and your community. To this role you bring solid financial and operational competence, and are a supportive, open-minded manager who builds consensus through active listening. Having worked with a board of directors, you have a good understanding of governance. A strong advocate for your organization you are comfortable liaising with all levels of government. You connect with the members of your organization and provide them with the programs and services they need. You have a personal interest in horses and have knowledge of the equestrian world.

## The Role:

### *Responsibilities:*

- *Board Support:* acts as a resource for emerging issues and trends; provides guidance and advise on the best way to implement Board policies, attends all Board and Executive Committee meetings, and provides timely reporting
- *Finance:* develops annual budget, operational plan, monthly financial reports; manages funder relations, proposals and grant applications, meets government reporting requirements
- *Human Resources:* builds positive relations with staff, volunteers and board members; oversees all HR policies and practices; manages staffing requirements, including hiring, orientation, training, performance reviews
- *Programs and Services:* monitors and assesses feedback on an ongoing basis; stays aware of trends and emerging issues; develops programs to meet needs of members and funders; prepares annual reports for the Board on outcomes and makes recommendations for future
- *Relationships:* acts as the representative and advocate for the organization to all stakeholders, funders and community with a focus on continuous growth for HCBC
- *Asset Management:* oversees facilities, building management, leases, improvements, equipment, furniture

## Qualifications and Requirements

- Degree in Business Management or equivalent experience
- Minimum 5 years of senior management experience
- Minimum 5 years of experience in staff management
- Minimum 5 years of financial management experience
- Minimum 5 years of experience in initiating, planning, implementing and evaluating programs and services
- Proven competence in grant writing, policy development and data technology
- Excellent communication skills, written and oral
- Familiarity with computer applications such as Word, Excel, PowerPoint
- Working experience in an Agriculture, Sport or Recreation sector
- Personal or business interest in the equine sport community

## HOW TO APPLY:

Please send your resume and a cover letter explaining why you are a great fit for this unique opportunity to: [opportunities@kmclaughlin.com](mailto:opportunities@kmclaughlin.com)

*We truly appreciate all applicants; however, we will be in contact with only those selected for an interview.*

For more information please contact:

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