



Executive Administrator Position

The NCHA Foundation exists to educate our youth, protect the horse, preserve the past and sustain our future.

The National Cutting Horse Association (NCHA) Foundation is seeking an Executive Administrator to provide oversight for the day to day operations of the Foundation, including managing the books, scholarships and special events. This position wears many hats and seeks candidates who are flexible, versatile and adaptable to the fast-paced world of equine sports, in addition to making a philanthropic impact. Outlined below are the roles and qualifications for our ideal newest team member.

Bookkeeping:

Assist Executive Director with basic day to day bookkeeping, including reconciling bank accounts, tracking gift receipts, and creating monthly reports from Quickbooks.

Scholarship Management:

Primarily responsible for managing a database, application process, scheduling meetings, tracking disbursements to universities, tracking new award recipients and amounts, payments and reporting.

Special Events:

Assist the Executive Director in planning and executing the vision of all special events (approximately 3-4/year), including staying within budgets, working with vendors and handling sponsor recognition and acknowledgments.

Donor Relations Management:

Support the Executive Director by maintaining a database of all touches, contact information and giving history, donor recognition and tax acknowledgments.

Minimum Qualifications:

1. Five or more years in a supportive administrative role
2. Three or more years of bookkeeping experience, QuickBooks fluent strongly preferred
3. Experience with events, scheduling and database management required
4. Ability to work evenings and weekends during busiest "event season", usually 3-4 times/year
5. Strong people skills
6. Strong verbal and writing skills
7. Skilled in MS Office, and comfortable with mac users
8. Ability to pick up new technology easily
9. Self-starter who can work independently and take ownership of projects

This position will be full-time and paid as a salary between \$38,000 - \$42,000 commiserate with professional experience - includes generous leave time, health insurance and 401K plan through NCHA

Please send a cover letter briefly explaining why you think you might be a good fit, and resume to:
Laura Wood, Executive Director at laura@nchafoundation.org – OR – mail to:
NCHA Foundation
260 Bailey Ave, Fort Worth, Texas 76110