

## **Administrator – Standardbred Transition Alliance**

The mission of the Standardbred Transition Alliance (STA) is to award grants to approved organizations that acquire, rehabilitate, train and re-home Standardbred horses.

The STA is a 501(c)(3) non-profit in its first year of operation. While the STA is largely modeled after a comparable group in the Thoroughbred industry, the Administrator will work with the Board of Directors to develop, shape and execute policies pertaining to the welfare of Standardbreds.

### **Responsibilities:**

Administer, at the direction of the STA Board, activities to complete and support the mission. They will communicate with the Board, providing in a timely and accurate manner, all information necessary for the Board to make effective and informed decisions.

Manage all functions of the STA, both administrative and programmatic.

Manage and execute fundraising strategy and develop any and all resources necessary to support and fund the STA's mission.

Financial administration that includes working with the Treasurer and Finance Committee to develop a proposed annual budget, review monthly financial statements, and present all materials necessary to properly and accurately reflect the financial condition of the STA. This will also include ensuring record-keeping compliance with internal policies and governmental regulations pertaining to tax and reporting requirements.

Assist grant applicants through the application and accreditation process.

Support the work of Board committees on accreditation, finance, fundraising, granting and governance.

Establish and maintain lines of communication with pertinent media, the racing and general public, as well as accredited agencies and those seeking accreditation.

Identify, establish and maintain relationships with allied groups and individuals whose work supports or relates to STA's mission.

### **Skills:**

Strong management skills accompanied with high integrity leadership demonstrated through at least three years of experience, preferably in the non-profit sector or in an equine-related industry.

Knowledge and verifiable ability to develop a fundraising plan and to seek and maintain funding opportunities and relationships.

Comprehensive knowledge of budget preparation, production of financial statements, ad-hoc financial reporting at Board's request.

Demonstrated skill in establishing, prioritizing and completing tasks related to goals in a timely manner. Ability to self-start and work with minimal supervision.

Strong verbal and written communication skills, ability to converse and engage diverse stakeholders – from accredited agencies to donors.

Write press releases; design applications, fundraising documents, speeches, PowerPoint presentations; and develop and maintain social media presence for the organization.

Maintain financial and tax records, with oversight by Treasurer, and comply with state and federal regulatory requirements.

Knowledge and experience in equine care, preferably including purchasing, rehabilitating, training and placing horses for adoption is beneficial.

Competent in Excel, Powerpoint, Word, Outlook, website maintenance and social media platforms.

A Bachelor's degree is preferred.

A valid driver's license or means to travel, as needed and deemed appropriate by the Board, required.

**Please submit a cover letter with compensation requirements and resume by July 31 to [jobs@standardbredtransition.org](mailto:jobs@standardbredtransition.org).**

*Applicants may be subjected to a background check. The Standardbred Transition Alliance is an equal opportunity employer.*