



Career Opportunity Description

Position:	Commissioner
Date:	March 6, 2023
Location:	Oklahoma City, Oklahoma
Reports To:	NRHA President
Organizational Unit:	Executive
Pay Grade:	Annual Salary
Hours per Week:	Full time
Shift/Hours/Days:	8am – 5pm / Monday through Friday, Some Weekends and Holidays
Position Start Date:	Immediate
Benefits Include:	Health, Dental & Vision Insurance, Simple IRA, Paid Holidays & Time Off

Primary Job Description:

The NRHA Commissioner is the chief administrative executive officer of NRHA and reports to and is responsible to the chief elected officer (President) of the Association and the Executive Committee. The NRHA Commissioner, through a respectful, constructive, and energetic style, provides the leadership, management and vision necessary to ensure the association will effectively increase member satisfaction, grow members, events, purses, sponsors, services, activities, and programs, worldwide. The NRHA Commissioner directs all aspects of the Association and is responsible for the staff and the financial assets of NRHA. The commissioner is responsible for promoting and marketing the Association and the sport. The commissioner implements and is responsible for the annual goals and objectives of the Association as well as enabling the Board of Directors and the Executive Committee to fulfill its governance function as a main function of the position. The NRHA Commissioner is responsible for building and maintaining relationships as a key function and representing the association at industry events worldwide. The commissioner is heavily involved with the Reining Horse Foundation, the philanthropic arm of the association, with their Executive Director reporting directly to the commissioner.

Education & Experience:

Education:	BA, BS degree in a related field (i.e. Business). MBA preferred.
Experience:	<ul style="list-style-type: none"> • 10 plus years of senior management experience, ideally in customer-driven environment with multiple and diverse constituencies. • Experience overseeing a budget of at least \$2 million, or more and a staff of 20 or more. • Extensive equine industry experience required. • 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. • Membership association and/or not-for-profit experience preferred.
Qualifications:	<ul style="list-style-type: none"> • Experience creating value for members/customers.



	<ul style="list-style-type: none"> • Excellent interpersonal skills. • Proven ability to lead with strategic vision. • Demonstrated leadership and managerial excellence. • 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. • Proficiency with marketing and promotional programs. • Leadership style; collaborative while directive. • Passion and understanding of the equine industry and western lifestyle. • Experience with international business practices, customs and cultures. • Proven track record in P&L management. • Proven ability to work effectively with a large and diverse Board. • Demonstrated ability to encourage excellence. • Proven ability to lead annual and strategic planning process. • Proven ability to implement efficient business processes. • Energetic, forward thinking, creative and courteous, with a friendly personality. • Demonstrated ability to leverage technology to enhance operations. • Proven track record in a customer service based, membership environment desirable. • Valid passport and ability to frequently travel domestically and internationally representing the association.
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Major Accountabilities (Main Responsibilities against which performance is measured):

Communication	<ul style="list-style-type: none"> • Work closely with the President, Executive Committee, and Board of Directors to ensure timely communication and resolution of important issues. • Oversee that rules, policies and procedures are implemented, followed and upheld in a fair and consistent manner. • Establish regular and effective communications among all members, management and staff. • Maintain strong/effective communication links and working relationships with all Association employees, Board of Directors, Committees, volunteers, members, affiliates, and sponsors.
Teamwork	<ul style="list-style-type: none"> • Inspire outstanding performance and customer service through effective organizational development and training. • Provide strong leadership in developing, motivating, recognizing and rewarding volunteers and employees.
Management	<ul style="list-style-type: none"> • 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.



	<ul style="list-style-type: none"> • Develop and maintain appropriate information systems necessary to accomplish the goals of the Association. • Oversee the hiring, firing, coaching/mentoring, training and management of staff.
Financial Management	<ul style="list-style-type: none"> • 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.
Planning and organizing	<ul style="list-style-type: none"> • Lead the Association’s planning processes to include the development of the Annual Business Plan and budget in alignment with the mission, vision, and strategic plan. • Initiate development of long-range plans and strategic initiatives aimed at furthering the goals of the Association. • Foster the development of new programs, activities, services and events that will contribute to the growth of the sport.
Marketing and Public Relations	<ul style="list-style-type: none"> • Cultivate a passion for the sport by ensuring effective public relations, communications, public information, and marketing programs. Help develop corporate sponsors.
Industry trends and relationships	<ul style="list-style-type: none"> • Stay abreast of industry trends and issues via peer relationships at key aligned industry organizations, such as AQHA, APHA, AHC, NRCHA, etc.

Key Competencies

Leadership	Able to motivate and inspire confidence, trust and superior performance of staff; and to proactively work with the Executive Committee and the Board of Directors to build consensus and promote policies and ideas for the betterment of the organization and the growth of the sport. Includes direction to international development efforts.
Promoting	Skilled at promotion and marketing of the sport and the Association internationally. Inspires action, involvement and activity in the generation of new memberships and participation by existing members.
Decision Maker	Skilled at making timely and appropriate decisions which further the goals of the Association.
Customer Service (members, employees, Board of Directors, 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, behaviors or motivations; able to empathize with others' needs and respond sensitively; able to use judgment 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 Association's strategic goals and mission. Proven record of engaging efficient and effective outside providers.

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

- Direct activities in accordance with approved policy, directives, By-Laws and Rules and approved Business Plan.
- Responsible for the management operating decisions for all divisions communicating with the Executive Committee, Board of Directors and Association Members.
- Responsible for effectively anticipating and managing the approved budget and matters that affect the financial performance of the organization.
- Hires, manages, and fires the human resources of the association according to authorized personnel policies and procedures that fully conform to current laws and regulations.

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Interested candidates should contact Jim Harlan at:

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