



New York Thoroughbred Breeders, Inc.

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Job Summary

The New York Thoroughbred Breeders, Inc. (NYTB) is in search of an Executive Director to work in the Capitol Region of New York and report to the Board of Directors. The role of Executive Director is to further develop and implement the vision, strategic goals and objectives of the organization while growing membership, partnerships, sponsorships, and promoting the New York Thoroughbred breeding industry. NYTB is looking for an innovative leader who is able to effectively work with both government officials and the public to ensure the organization continues to be positioned as prominent leader in our industry.

This position requires an individual with a proven track record of management. Requirements include excellent written and verbal communication skills, strategic planning experience and annual budget planning and implementation. This individual should also have the ability to maintain and develop sponsors while creating new and innovative income streams. Government affairs experience is a plus along with experience in not-for-profit development.

Responsibilities

- Work closely with board of directors and committees, informing, assessing, and addressing issues that affect the organization
- Create complete business plans for the attainment of goals and objectives regarding membership, events, and innovative equine programs
- Set and meet aggressive annual sponsorship and fundraising goals to secure financial support from corporations, individuals, and government funding sources
- Oversee all external communication materials including, magazine, website, marketing materials, newsletters and social media content
- Identify and implement staffing or vendor requirements for efficient operations, maintaining a strong culture, and drives the organization's mission
- Serve as the face of the organization and actively participate in external events, both increasing visibility, credibility, and brand in the market, and developing strategic partnerships in order to increase awareness and expand the program
- Develop positive relationships with key stakeholders, including industry participants, partners and government agencies
- Ensures that programs, activities, and services are performed to achieve member satisfaction and meet NYTB's obligations as agreed upon in the annual workplan
- Schedules, attends and participates in board meetings and manages agendas, materials, reports and tracking of outcomes.
- Manages financial matters, assists in establishing the budget, and ensures that revenues and expenses are monitored against the budget.
- Establishes and implements policies and ensures compliance with bylaws

Qualifications

- Bachelor's or Master's degree in business administration or related field
- 7+ years of experience, preferably with an organization with similar goals
- Strong public relations, sales, marketing, and sponsorship/fundraising experience
- Dynamic and charismatic team player who thrives under pressure
- Strong aptitude for verbal and written communication, presentation, relationship development and analytical skills
- Knowledge of and/or experience in the Thoroughbred industry

NYTB is an equal employment opportunity employer.

NYTB is committed to ensuring the safety and health of our organization. In response to COVID-19 concerns, we have moved our workforce to remote status. This shift provides our leader with the needed flexibility and peace of mind without any interruption to service, work quality or commitment to excellence.

NYTB provides a comprehensive benefits package that includes a generous amount of Paid Time Off, Flexible Work schedules in addition to Medical, Dental, Vision, and a Retirement Plan. Compensation will be based upon experience.

If you are interested in joining an influential organization committed to serving the Thoroughbred industry while providing employees with opportunities for development and flexible working arrangements then please apply by submitting cover letter, resume and salary requirements for confidential consideration to info@nytbreeders.org.