

Back Country Horsemen of Washington (BCHW) Seeking Executive Director

Back Country Horsemen of Washington, a 501c3 non-profit organization, is currently seeking an independent contractor to fill the position of Executive Director. Responsibilities will include, but may not be limited to the following; administrative duties and support for BCHW officers and board of directors, select committees and members; grant writing and grant administration; written and oral presentations to BCHW and to outside agencies and groups; planning and organizing meetings; growing membership; advocacy for the BCHW mission, including recommendations to land managers, legislators and to other groups to ensure that BCHW interests are addressed, protected and communicated. Job duties will evolve over time.

Measurable goals will include increasing revenue through grants and donations from organizations and individuals, and increasing membership.

The skill set of applicants should include a familiarity with BCHW, its operation, policies and mission. Applicants must be oriented to working with people, and must have excellent communication and negotiation skills. Strong computer skills will be necessary, with the capabilities to create documents, reports and letters. Applicant should be motivated to problem solve, and to work independently and creatively toward strengthening and building the organization and furthering the mission of BCHW. Successful applicants will express flexibility and a willingness to grow in the position.

There will be some travel for the purpose of attending meetings and events.

Base salary provided, with bonus for goals met. Resumes will be accepted until the position is filled and can be sent electronically to president@bchw.org.