

JOB DESCRIPTION: ADMINISTRATIVE DIRECTOR

☛ This is an unpaid, volunteer position ☛

Qualifications:

- ◆ Experience with non-profit administration
- ◆ Organizational skills and personnel management
- ◆ Excellent writing skills and oral communication abilities
- ◆ Computer and web content skills
- ◆ Horsemanship skills valuable, but not required

Responsibilities:

- ◆ Serves as chair of TROT Advisory Committee
- ◆ Serves as liaison between advisory committee and FENCE board of directors
- ◆ Oversees activities of Program Director
- ◆ Seeks fundraising opportunities in consultation with FENCE board and staff
- ◆ Directs public relations efforts, including content for TROT section of FENCE website, writing and distributing digital newsletter, press releases, public speaking engagements and special events.

Reports to:

FENCE Board of Directors