

UNITED STATES EQUESTRIAN FEDERATION, INC.
JOB DESCRIPTION

Position Title: Chief Executive Officer

Department: Executive

Reports to: President and Board of Directors

Status: Exempt

Supervises: Executive Team

This position supports the Federation's mission and vision by demonstrating a commitment to exemplary member service, as well as a collaborative spirit, equality, fairness, respect, and accountability.

JOB SUMMARY:

In accordance with USEF Bylaw 601, the Chief Executive Officer (CEO) serves as the Federation's senior staff executive and operational leader. The CEO is responsible for implementing the strategic direction established by the Board of Directors, managing the Federation's operations, directing staff, maintaining relationships with key stakeholders, and ensuring the long-term success of the organization. The CEO reports to the President, keeps the Board fully informed of organizational matters, and serves as the primary liaison to national and international equestrian organizations.

Duties and Responsibilities:

- Attends all meetings of the Board of Directors and serves on all committees as an ex officio, non-voting member. The CEO may participate in these meetings, and provide sufficient staff support to effectively interact, communicate, and implement directives and policies of the Federation.
- Remains neutral with respect to all Federation elections.
- Recommends plans, policies, and programs to further the objectives of the Federation and promote interest and active participation in equestrian sport. The CEO shall have available the full resources of the Federation to support the implementation of the Federation's goals and objectives.
- Assists in the preparation of the Federation budget and operates the Federation within its approved budget while maintaining proper books and accounts for the Federation, including sufficient financial controls and all applicable reporting requirements.
- Supervises, develops, and maintains a professional staff capable of successfully implementing and supporting the operational needs of the organization.
- Directs all employees, consultants, independent contractors, and others providing services to the Federation, except independent auditors reporting directly to the Audit Committee.
- Executes such contracts and commitments in accordance with the Federation's budget, or as authorized by the Board of Directors, the Bylaws or Rules.

- Maintains effective communications and relationships with the USOPC, USET Foundation, FEI, affiliates, and such other organizations, public and private.
- Serves, or appoints a designee to serve, as Secretary General and Chief Staff Liaison to the FEI and USOPC.
- Reviews and makes competition licensing decisions, including approval or denial of license applications, mileage exemption requests, modifications of licenses, special competitions, changes of location, and issuances of a new license.
- Negotiates and executes various agreements such as Affiliate Agreements, USEF Services Agreements, Vendor Agreements, and other organizational contracts.
- Meets regularly with senior staff to provide leadership, direction, assistance, and operational support.
- Be accessible and assist other staff as needed.
- Conduct staff meetings at least three times per year to provide an overview of our business operations, discuss topics that are top-of-mind for staff and provide updates on our strategic direction.
- Participates in regular meetings with FEI, USOPC, USET Foundation, and Affiliates.
- Manages the implementation of the Federation's Strategic Plan and reports progress to the Board of Directors.
- Travels on behalf of the Federation to facilitate the USEF mission and vision, and to represent the United States to international organizations.
- Conduct annual reviews of direct reports, evaluating performance against position responsibilities and goals and setting future goals.
- Operates the Federation as a business, while recognizing that equestrian is a sport for our members.
- Work with Affiliate leaders on key initiatives.

Required Knowledge, Skills & Abilities:

- Must be fully committed to the success of the organization.
- Strong understanding of the requirements for a national governing body.
- Appreciation for USEF's commitment to athlete safety and horse welfare.
- Must set an example of professionalism and commitment to the organization, sport and success of the staff.
- Must have excellent oral and written communication skills.
- Must have a high level of interpersonal skills including tact and diplomacy to handle sensitive, confidential, and difficult situations, and people.
- Established positive relationships within the FEI and USOPC ecosystems is preferred.
- Ability to think on your feet and know the boundaries of what the Federation can deliver.
- Ability to adapt and problem-solve with minimal oversight while interacting with members, affiliates and stakeholders.
- Must have strong risk management and analytical skills.
- Must be able to make difficult decisions based on careful analysis, knowing that decisions will not always be popular.
- Must have good judgement, a strong moral compass, and the ability to separate personal feelings from business operations.

- Must have the integrity and resilience needed to weather the storms with grace and dedication to the values, mission, and vision of the USEF.
- Must be able to delegate responsibilities, help as needed and ensure accountability.
- Must be able to assess and prioritize projects and issues within the broader mission and success of the Federation and its business interests.
- Must be detail oriented and can meet deadlines and manage multiple projects.
- Must be innovative, creative and not afraid of trying new initiatives that have been properly assessed for risk and success, knowing that occasional failure may occur, but may also open other doors for success.
- Knowledge of equestrian sports acquired either through participation in the sport, industry experience or through executive level experience/institutional knowledge at the Federation is highly preferred.
- Knowledge of Federation rules is preferred.
- Ability to travel on a consistent basis to meetings, competitions and events as required to further the interests of the Federation.
- Must be available outside of standard business hours for the President and staff.
- Must have highly capable executive and senior teams that believe in and support the strategic goals of the Federation, which can be relied upon to complete tasks and lead their teams in a positive and productive manner.
- Must have a strong and committed executive staff team that can multi-task and produce quality work that supports the CEO's work.
- Must be committed to nurturing a positive work culture.

Education and Experience:

- Executive leadership experience with progressively increasing responsibility.
- Demonstrated experience leading complex organizations, preferably within sport, nonprofit, membership, or national governing body environments.
- Knowledge of equestrian sports acquired either through participation in sport, industry experience or through executive level experience/institutional knowledge at the Federation is highly preferred.
- Experience working with boards of directors, strategic planning, budgeting, and stakeholder relations.
- Bachelor's degree with advanced degree in business administration, management, law, public administration, or a related field preferred.
- Experience working with the FEI, USOPC, or similar sport-governing organizations preferred.