

PACIFIC COAST CUTTING HORSE ASSOCIATION

P.O. BOX 1790
14 EAST MAIN STREET
IONE, CA 95640



PH: (209) 727-5779
F: (209) 787-9789
WWW.PCCHA.COM

Job Posting:

EXECUTIVE DIRECTOR

The **Pacific Coast Cutting Horse Association** is looking for a dynamic and talented leader to take the reins as its Executive Director to help guide and manage us into our next chapter. If you are supremely curious about new opportunities, about finding better ways, desire to lead and desire to inspire, if your purpose is to help others get stronger, smarter and better at what they do, if you are optimistic, realistic, and have a growth mindset, you should send us a resume. We are looking for you.

The PCCHA territory encompasses the States of Arizona, California, Colorado, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming and New Mexico, with offices traditionally located in California. The PCCHA exists to promote the heritage of the legendary cutting horse in the Western United States.

The ideal candidate for the Executive Director position will have the business knowledge to further current growth patterns, initiative to drive change, leadership skills required to manage and assist our diverse membership of participants and trainers, the foresight to recognize future needs and a desire to insure the PCCHA continues for generations to come.

The PCCHA has established a reputation as the West's premier cutting horse association, sponsoring major events and helping our affiliates grow and prosper. The Future is changing but Western horse events are strong and growing. Come and help us write the next chapter in the West's cutting horse heritage.

The PCCHA runs a lean operation, remote since COVID but with a dedicated staff and generous volunteers committed to our future.

Compensation and Benefits- Salary Range to be comparable to industry average and non-profit status.

Benefits to include, but not limited to the following:

- Vacation, Holiday and Sick Leave
- Health
- Retirement
- Technology Stipend (Cell/Internet)
- Auto/Mileage Stipend

Resumes and cover letters will be accepted until June 1, 2022.

All interested applicants please email resumes to: jobs@pccha.com.

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Pacific Coast Cutting Horse Association

Executive Director

Job Description of Day to Day Activities:

The PCCHA Executive Director works directly with and under the Board of Directors & Executive Committee. The Executive Director's primary responsibilities include to:

- 1) Advise and guide each year's elected President
- 2) Actively pursue new and maintain existing Sponsors for the Association and events with the intent of forming long term relationships
- 3) Anticipate and recognize future needs
- 4) Assist our diverse membership of participants and trainers
- 5) Provide support to the standing committee Chairs
- 6) Work closely with Finance Committee to create and manage association and event budgets
- 7) Directly managing the Association's produced events including the PCCHA Futurity, Derby, Roundup and our Reno event.
- 8) Negotiating cattle contracts and inspecting cattle in advance of events.
- 9) Liaison with NCHA and PCCHA affiliates.
- 10) Overseeing PCCHA Youth Fund and assisting the Cutters Caring and Sharing charity.
- 11) Manage advertising and Marketing, including
 - Oversee Social Media pages
 - Maintain Arena Signage
 - Oversee the maintenance of the PCCHA Website.
- 12) Oversee day to day operations of the business, including
 - Negotiate and manage contracts
 - Coordinate insurance coverages
 - Manage Association employees,
 - Supervise Association Banking and Accounts Payable/Receivable