



POSITION ANNOUNCEMENT: EQUESTRIAN FACILITY MANAGER

**LAKE OSWEGO HUNT, INC.
2725 Iron Mountain Boulevard
Lake Oswego, Oregon**

Job Title: Manager of Lake Oswego Hunt, Inc.

About Lake Oswego Hunt: LOH is a historic equestrian center located in Lake Oswego, Oregon. Since 1937 the private non-profit LOH has provided training programs, a youth lesson program, equestrian competitions, and community events. For more information on LOH, see www.lakeoswegohunt.com.

Responsibilities/General Duties:

- Serves as the key staff person responsible for business administration of LOH and implementing Board policy and direction, in consultation with the Board of Directors. Acts as main contact for members, boarders, trainers and RA staff.
- Oversight of LOH's boarding operation; facilities and grounds maintenance and improvements; and supervision of barn staff.
- Knowledge and implementation of all business requirements (corporate renewals, OSHA, insurance, etc.) and applicable state and federal laws relating to equine facilities, as well as compliance with LOH rules, regulations and policies.
- Works in partnership with the Board of Directors on planning fundraising activities, summer riding camps, equestrian competitions, and other events,
- Other duties and special projects as assigned or necessary.

Candidate Profile:

- High degree of experience with horses and equine care.
- A mature business manager with a proven record of success in an equestrian environment or relevant similar environment.
- A team player with motivational skills who can set and implement expectations of all barn staff and foster an atmosphere of respect and professionalism among staff, trainers, members, and boarders.
- Excellent people, customer service, problem solving, and communication skills; ability to maintain confidentiality of client business; and professional and friendly demeanor.
- Ability to work independently and as part of a team and to provide timely and appropriate communications to the Board.
- Knowledge of farm equipment operation and maintenance and experience with care and maintenance of equestrian grounds.
- Proficiency in all main office management computer programs, including Microsoft Word, Excel and e-mail. Willingness to learn other applicable programs such as QuickBooks.
- Highly organized with attention to detail and the ability to keep up with administrative and operational tasks.

Minimum Qualifications:

- Degree in Equine Science, management, or related field (relevant experience may substitute for degree requirement)
- At least 3 years of experience related to the duties listed above
- Successful passage of criminal and background check, including references

Salary and Benefits:

- Salary range is \$45,000 - \$60,000, commensurate with experience
- Two weeks paid time off annually, after 90-day probationary period
- Other benefits may be available. Elements of the compensation and benefits package may be negotiable

To Apply: Submit a cover letter describing applicable experience, a resume, and at least 3 references by email to kerryg21@gmail.com and LOHmanager@gmail.com. For questions, please call 503-519-6386. Job is open until filled.

Lake Oswego Hunt and its Riding Academy do not discriminate on the basis of race, color, gender, disability, religion, national origin, ethnic origin, or sexual orientation.