



Position Specification

Chief Executive Officer

THE ORGANIZATION

The United States Equestrian Federation, Inc. (U.S. Equestrian) is the national governing body of Equestrian sport in the United States. The vision for the organization is to provide leadership for Equestrian sport in the United States of America, promoting the pursuit of excellence from the grassroots to the Olympic Games, based on a foundation of fair, safe competition and the welfare of its horses, and embracing this vision, to be the best national equestrian federation in the world.

The mission is to inspire, encourage interest in, and regulate equestrian competition by ensuring the safety and well-being of the horses, regardless of value or competitive level; ensure the enforcement of fair and equitable rules and procedures up to and including the preparation for the Olympic Games; and, endeavor to advance the level of horsemanship in the United States. Our mission is to govern the sport in compliance with the laws of the United States, the bylaws of the U.S. Equestrian and the Constitution and By-Laws of the United States Olympic Committee (USOC) where applicable, and in addition, to provide vision and leadership to Equestrian Sport in the United States, to promote the pursuit of excellence in Equestrian Sport from junior and grassroots programs to Olympic Games and international equestrian competitions (hereinafter “sport” or “equestrian sport”).

Based in Lexington, Kentucky, U.S. Equestrian will have a full-time staff of approximately 135, a network of volunteers, and approximately 80,000 members. The annual revenues are more than twenty million dollars. For more information on U.S. Equestrian, please see the website: <https://www.usef.org/>

THE POSITION

Reporting to the President of U.S. Equestrian, the Chief Executive Officer will be an effective leader for the future who serves the Board of Directors and Officers for the management and operation of the business for U.S. Equestrian. The President shall report on the performance of the CEO to the Board of Directors. Specifically, the Chief Executive Officer will:

1. Attend all meetings of the Board of Directors. He/She serves on all committees including the Board of Directors as an ex officio, non-voting member.
2. Recommend to the Board of Directors plans, policies and programs that will further the objectives of the Federation and promote interest and active participation in the sport of equestrian both internationally and across all levels domestically. The CEO shall have available the full resources of the Federation to support the implementation of the Federation’s goals and objectives;
3. Assist in the preparation of the Federation’s budget, operate the Federation within its budget, and maintain proper books and accounts for the Federation, including sufficient financial controls and all applicable reporting requirements;
4. Supervise, develop and maintain a professional staff capable of successfully implementing and supporting the operational needs of the organization;



5. Direct all employees, consultants, independent contractors and others providing services for the Federation, except the Federation's independent auditors who shall report directly to the Audit Committee;
6. Execute such contracts and commitments in accordance with the Federation's budget or as authorized by the Board of Directors, the Bylaws or Rules;
7. Maintain effective communications and relations with the USOC, USET Foundation and such other organizations, public and private;
8. Serve, or appoint a designee to serve, as the Secretary General and Chief Staff liaison to the Federation Equestre Internationale (FEI) and the USOC. Any designee appointed by the CEO must have international experience as defined in the appropriate bylaws. (See bylaws on website.)

Additionally, the CEO will:

- Together with the President, serve as the organization's spokesperson and field representative with the media, local, national, and international government organizations, and other external organizations e.g., USOC.
- Lead the internal activities of the organization and ensure that the headquarters operations and staff are managed effectively and efficiently.
- Oversee the financial management of the organization and ensure that the appropriate processes and systems are in place to support the current and future growth of the organization.
- He/she is responsible for creating and implementing the business plan in support of the strategic plan. On an ongoing basis, the CEO will synthesize conclusions and present recommended objectives and action plans to the Board.
- The CEO will manage an integrated marketing and sales team to drive significant sponsorship and commercial contracts in order to ensure compliance. He/she will identify, develop and negotiate new opportunities for sponsorship and ongoing market development opportunities to support the brand of U.S. Equestrian.
- Organize, lead, and motivate the staff and create an environment where employees are working toward common goals and objectives.
- Energize a diverse organization of staff, volunteers, and Board members and encourage dedication and participation.
- Encourage and support fund raising activities for the organization and for the sport.
- Work collaboratively with the Board of Directors and keep them informed on all relevant management and financial issues.



QUALIFICATIONS

- Unquestioned integrity and values consistent with those of U.S. Equestrian.
- Demonstrated effective leadership skills with a results-orientation bias within a complex organization structure composed of diverse individuals. Using a data-based decision making process will be valued.
- Demonstrated management skills including the ability to select and develop talent through delegation and to foster a service-oriented environment of teamwork and commitment toward organization-wide goals.
- While knowledge of equestrian sport is an added plus, it is not required. Prior experience in the industry of sport would be helpful.
- Ability to appreciate the development and implementation of new systems and processes that support U.S. Equestrian's strategic direction which includes the growth of the sport in the U.S.
- Strong presentation and communication skills to insure that U.S. Equestrian has frequent, open, and effective communication both internally and externally. The ability to present own ideas with clarity and get buy-in and commitment from multiple constituencies
- Ability to consult with and persuade others in a planned, inclusive, and well-informed fashion.
- Demonstrated track record of success in mediation and negotiations coupled with solid national and international business acumen and experience.
- Recognition that significant travel in order to build relationships and trust is required.

KEY LEADERSHIP AND BEHAVIORAL COMPETENCIES

- **Consensus Building:** The ability to promote cooperation, collaboration, and partnerships between individuals or groups, both inside and outside the organization; ability to build and maintain trusting relationships with individuals and teams to improve organizational effectiveness; ability to work collegially with the Officers, Board, and Staff, all with a shared vision.
- **Strategic Leadership:** The ability to create and structure an environment in line with the organization's values; ability to gain others' support, commitment, or action to meet the organization's goals.



- **Strategic Thinking:** The ability to adopt a long-term view of an organization's strengths and weaknesses, as well as external trends and risks to assess positioning and make decisions maximizing short and long-term performance.
- **Careful Listening:** The ability to pay full attention to a speaker, ask appropriate clarifying questions, and respond appropriately to what has been said; ability to read "between the lines" and make inferences based on tone.
- **Resourcefulness:** The ability to identify opportunities to use resources that are already available or are easy/inexpensive to obtain; ability to consider the surrounding environment before making costly decisions; ability to use imagination and creativity to navigate difficult situations.

COMPENSATION

The position affords unique professional challenges and the opportunity to play a key role in taking U.S. Equestrian, a well-respected national governing body in the United States Olympic Committee family of NGB's, to even greater heights. An attractive compensation and benefits package will be offered.

CONTACTS

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