

**Director of Office Administration
Blue Rider Stables
Job Posting**

Blue Rider Stables is searching for a Director of Office Administration who will be responsible for implementing the organization's strategic plan, managing day-to-day business operation, directing marketing, promotion and communications, and stewarding the stables' financial resources, including helping with fundraising and resource development.

Founded in 1991, Blue Rider Stables, Inc. is a unique, non-profit stable providing holistic, therapeutic, bareback riding on rescued and rehabilitated equines. We serve more than 800 children and adults annually from the Berkshires and beyond.

Job Description

Administrative job responsibilities include, but are not limited to, preparing information for monthly Board meetings, managing donor database and communications, leading marketing and PR efforts, including website, social media, advertising initiatives, managing event and fundraising promotion, and assistance with staff coordination and managing staff hours. This position is also responsible for daily administrative duties, including opening and closing the office daily, responding to phone and email inquiries, reporting and/or handling facility issues, providing support for Barn Staff.

Financial oversight duties are to manage and track barn income; produce invoices, monthly billing and make bank deposits, assist accountant with reconciliation, managing credit card and other expenses and prepare tax documents required for tax preparation by accountant.

The job requires strong interpersonal and relationship management skills, proven written and oral communication skills, understanding of operations, regulations and functioning of Not For Profit organizations and solid organizational abilities, including budgeting, planning, and task facilitation.

Proficiency in Microsoft Office systems, Outlook, QuickBooks, Adobe, database management programs, Constant Contact, website maintenance are required.

SEND COVER LETTER AND RESUME TO jkadison@bluerider.org