

Operations Manager
Equine Voices
Green Valley, Arizona

We are a non-profit horse sanctuary looking for a dynamic, self-starter to fill and develop this newly created position.

Reporting to the Executive Director, the right person will have experience in working with non-profit organizations, orienting, training, scheduling, and supervising a volunteer staff as well as supervising the Executive Assistant. The person will also have experience in organizing fund raising events.

The ideal candidate will be experienced in the care of horses and in managing a ranch on an established budget. This person will conduct tours of the ranch, conduct workshops and make presentations to local groups on behalf of the organization. They will also be involved with networking to inform others about the Sanctuary and our work.

The Operations Manager should have a degree or associates degree with specific training in non-profit or association management. They must be computer literate with the ability to maintain the website. Most importantly, this person must demonstrate a love of horses and understanding of intake, training and care as well as arranging adoptions and delivering animals.

To obtain a copy of the full job description and submit a resume, email us at: evomrecruit@gmail.com