Blue Rider Stables, a nonprofit organization in Egremont, Massachusetts, is seeking a full-time **Head of Administration and Community Engagement** to oversee the administrative and community-facing work of the organization and help advance our mission.

Founded in 1991, Blue Rider Stables provides holistic, therapeutic and adaptive equine programs for children, teens and adults of all abilities, serving more than 800 participants annually. Our rescued and rehabilitated horses and donkeys are valued partners in our programs and reflect our commitment to humane and compassionate equine care.

The Head of Administration and Community Engagement reports to the **Board of Directors** and works in close partnership with the **Barn Director**, with support from a part-time administrative professional. This is a strategic and hands-on role encompassing administration, communications, community engagement, development and financial oversight.

Key Responsibilities

Administration & Operations

- Responsible for day-to-day office operations and administrative systems, including with assistance from part-time staff
- Support Barn staff and coordinate organizational needs
- Prepare materials for monthly Board meetings and support on special projects
- Assist with staff coordination and tracking of staff hours
- Address operational and customer-facing issues

Communications, Community Engagement & Development

- Lead communications, marketing and public relations to strengthen Blue Rider's visibility and reputation in the community
- Manage the website, social media, email communications and advertising in partnership with Barn staff
- Oversee the donor database and donor communications
- Support grant applications
- Support fundraising and community events, including teaming with Barn staff on both set-up of events and connecting with clients and donors
- Lead community outreach to schools, residential programs for adults with disabilities and local businesses

Financial Administration

- Track program and barn income and organizational expenses
- Manage invoicing, monthly billing and bank deposits

- Assist the accountant with reconciliation and financial recordkeeping
- Prepare documentation for annual tax filings

Helpful Experience and Skills

We seek an organized, collaborative and resourceful professional who thrives in a small, mission-driven organization and is comfortable being both strategic and hands-on. Helpful experience and skills include:

- Experience in a nonprofit or other mission-driven organization
- Excellent interpersonal, written and oral communication skills
- Strong organizational, planning and financial-management abilities
- Experience in communications, marketing, fundraising or community engagement
- Strong technical aptitude, with the ability to quickly learn and effectively use digital tools and online platforms. Examples include QuickBooks, donor/database system, Constant Contact, social media and website maintenance
- Commitment to Blue Rider Stables' mission and values

To apply: Please email a resume and cover letter to **jkadison@bluerider.org**.