



ARABIAN HORSE ASSOCIATION

WE'RE HIRING!

Registry & Member Services Manager

Do you have a passion for the Equine Industry?

THIS IS THE POSITION FOR YOU!

To apply, send a Resume and Cover Letter to hr@arabianhorses.org

The Arabian Horse Association seeks a Registry & Member Services Manager to provide strategic leadership for registry and membership operations, elevate service delivery, and drive process improvements that support accuracy, efficiency, and organizational excellence.

Position Summary: The Registry & Member Services Manager provides strategic and operational leadership for registry and membership functions and is accountable for service quality, compliance, team performance, and continuous improvement. This role is central to advancing efficient operations, maintaining the integrity of core services, and ensuring professional and responsive experience for members and customers.

Key Responsibilities

- Provide strategic leadership and direction for the Registry Services and Membership team.
- Oversee registry and membership operations to ensure accuracy, compliance, and timely service delivery.
- Advance service standards and lead process improvement initiatives that enhance operational effectiveness.
- Monitor departmental performance, budget stewardship, and key service metrics.
- Contribute to organizational planning, technology initiatives, and committee support.
- Perform related responsibilities as assigned, including limited travel.

Qualifications

- Bachelor's degree in business, equine science, or a related field, or an equivalent combination of education and experience.
- Leadership experience in customer service, operations, membership, registry administration, or a comparable function.
- Strong communication, organizational, and team leadership skills, with the ability to manage multiple priorities effectively.
- Experience with budgeting, process improvement, and technology-supported operations; equine industry experience preferred.

Job Type

Able to work on-site, Greenwood Village, CO; Monday-Friday (this is NOT a remote position)

- Full-time Salary Exempt
- Pay: 60,000 -75,000 annually
- Expected hours: 40 per week

Arabian Horse Association is an equal opportunity employer. Arabian Horse Association does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law