Position: Equestrian Program Coordinator
Status: Regular full-time, exempt
Salary Range: $50,000- $55,000
Reports to: Director of Equestrian Programs

Position Summary

The Morven Park International Equestrian Center is a premier competition venue at Morven Park in Leesburg, VA, serving all levels of competition from beginners to some of the world's top riders. Owned and operated by the Westmoreland Davis Memorial Foundation, Inc., Morven Park welcomes 500,000 visitors each year to its historic estate and picturesque grounds. The Equestrian Center hosts multiple disciplines year-round, such as hunter/jumper shows, dressage competitions, Pony Club-organized events, the Morven Park Spring Horse Trials, and the Morven Park International & Fall Horse Trials.

The Equestrian Programs Coordinator will work closely with the Director of Equestrian Programs to ensure that the Equestrian Center is prepared to welcome events of all levels and disciplines. The ideal candidate will have a background in equestrian event planning and coordination, experience working with a multi-disciplinary team, and will be confident and ready to promote the Park's mission to prospective clients at all events. Work will be in-person at Morven Park and the schedule will be Monday-Friday with some weekends and holidays as required.

Come join our friendly and dedicated team who strive to offer memorable experiences to local residents as well as guests from around the world who seek a destination where they can:

Play. Learn. Discover.
Morven Park

Morven Park offers competitive wages based on experience, with benefits for full-time employees including:

- Fully paid employee insurance premiums (medical, dental, vision and life/disability)
- Voluntary supplemental life insurance
- Paid time off and flexible work schedules
- Observance of federal holidays
- Automatic enrollment in 401(k) plan with company match

Responsibilities Include:

- Perform routine duties, which include but are not limited to:
  - Prepare contracts for rental clients and coordinate execution
  - Build and maintain positive customer relationships
  - Prepare internal work orders in lead-up to events
  - Coordinate internal and external communications pertaining to events
  - Enter all interactions, contracts, payments, and notes related to rental clients, prospects, and vendors into the Salesforce database in a timely manner.

- Serve as on-site event contact during designated event weekends and coordinate communications between Park staff, vendors, and the client from set-up to clean-up as appropriate

- Provide cross-departmental support for initiatives that advance Equestrian Center operations and organizational goals, collaborating with Morven Park Directors on sponsorship and marketing efforts.
  - Identify and secure in-kind sponsorships for equestrian prizes, coordinate lower-level sponsorship sales, and lead sponsor recognition and fulfillment
  - Assist with the development and execution of marketing and social media campaigns promoting Equestrian Center programs and activities

- Assist with preparations and operations of Morven Park equestrian events, including but not limited to:
  - Purchasing
  - Pre-event organization
  - Conducting inventory
  - Pre-event and day-of set-up, post-event breakdown

Our ideal candidate will have:

- A bachelor's degree and/or at least two years of relevant professional experience in the equestrian and/or event coordination industry
- Ability to work independently as well as within a multi-disciplinary team
- Experience with Microsoft Office/365 and Salesforce
- Ability and interest to learn various software and data entry programs
- Outstanding communication and interpersonal skills, and a superior work ethic
- A positive approach to problem solving, new tasks, and collaborative projects
- Exceptional customer service skills
- Focused attention to detail, a talent for organizing/prioritizing tasks, and disciplined follow-through practices
- Willingness to work a flexible schedule, including occasional weekends/holidays and longer special event days
- Ability to perform the physical requirements of this role, including standing for extended periods of time, walking long distances, climbing up/downstairs, and lifting/moving up to 35 pounds.
- Be able to successfully pass a background check (required of all Park employees) and provide work references.

To apply, please send a cover letter, resume, and references to MPEmployment@MorvenPark.org.

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