



**National Little Britches Rodeo Association**  
5050 Edison Ave., Suite 105 Colorado Springs, CO 80915  
(P) 719-389-0333 (F) 719-578-1367 [www.nlbra.com](http://www.nlbra.com)

August 3, 2024

The National Little Britches Rodeo Association has an immediate opening for an Executive Director. The Job will be based out of our Colorado Springs Office. The selected candidate will be required to work out of the NLBRA office in Colorado Springs, CO for the first six months, minimum. The job duties include but will not be limited to:

- Oversee all activity that take place throughout the National Office including:
  - a) Oversee website and address any issues as needed including the update of our online payment system.
  - b) Work with all local franchises as needed to address problems, complaints, rule infractions, etc.
  - c) Be available for any and all membership concerns and discuss possible solutions.
- Oversee Marketing Director to ensure sponsorship contracts are executed and maintained properly.
- Must have a strong knowledge of QuickBooks as those duties will include:
  - a) Balance and reconcile monthly banking statements as well as prepare monthly financials for executive board review.
  - b) Ensure all invoicing and payroll are managed in a timely manner.
- Work closely with Executive Board President and Executive Board to planning the quarterly meetings and managing travel reservations as needed.
- Work with all current and prospective contractors and vendors of the NLBRA. Including our attorneys, accountants, bank managers, etc. to ensure all business is conducted properly.
- Act as the Event Manager for the NLBRA Finals.
  - a) This will include but not limited to items such as: planning and working with rodeo personnel, booking sub-subcontractors, working with the facility where the finals are held, making hotel room accommodations, etc...

A business degree or equivalent is preferred, but years of experience will be considered. Salary will be determined based on experience but the base Salary will start at \$80,000 per year. Qualified candidates should submit a resume to [awalter@nlbra.com](mailto:awalter@nlbra.com) no later than August 30, 2024. Feel free to reach out if you have any additional questions.