

NORWEGIAN FJORD HORSE REGISTRY, INC.

Position Announcement

Executive Director / Registrar

Functioning as office manager

Position	Executive Director / Registrar
Schedule	Part-time, 10–20 hours per week
Rate	20 –25 per hour, depending on experience
Location	Remote
Reports to	NFHR Board of Directors
Applications close	September 4, 2026

Summary

The Norwegian Fjord Horse Registry has 427 members in the United States and 8,500 Norwegian Fjord Horses registered. We are seeking a Registrar / Executive Director to start training with our current staff member in early October prior to her November retirement after 16½ years of service.

This is a combined role. The person maintains the integrity of the NFHR stud book, serves as the Registry's principal point of contact for members, oversees day-to-day operations in coordination with the Treasurer, the Accountant and the Board, and facilitates communications between our members and the Board.

Experience with not-for-profit organizations and within the equine industry is preferred, as is familiarity with QuickBooks and financial reporting. The position requires exceptional verbal and written skills, strong computer skills, friendly customer service, and the accuracy that permanent records demand. We will train the right person on the rest.

Hours and Compensation

Schedule: 10–20 hours per week, based on approximately 1,200 registrations, transfers, DNA kits and membership renewals a year, and including participation by Zoom in monthly evening Board meetings., Additional hours during the Board's annual Face to Face meeting and the annual membership meeting. .

Rate: 20 –25 per hour, depending on experience.

Location: Remote. Reliable internet and a private, secure workspace are required. The Registry does not maintain separate office premises.

Additional hours: Evaluation support may be offered as a separate written engagement when an evaluation or clinic is scheduled. This is not guaranteed and is not part of the base schedule.

Occasional additional evening and weekend work may be required for special Board meetings and Registry events. Occasional travel may be required.

Responsibilities

1. Registry

- Provides support and information to members regarding registration policies and procedures
- Processes registration applications for foals and imported horses, ensuring compliance with Registry guidelines
- Maintains the NFHR registry relational database, ensuring the accuracy of all records and transactions associated with the registration and ownership transfer of Norwegian Fjord Horses
- Coordinates with sellers and buyers to verify documentation and eligibility
- Assists in resolving registration issues
- Records leases and semen transfer permits
- Fulfills DNA test kit orders, submits samples to the laboratory, and records results
- Issues registration certificates, including replacements for lost certificates
- Maintains the stud book accurately, and keeps it backed up and secure

2. Memberships

- Processes new memberships and annual renewals
- Maintains the membership database, including addresses and contact details
- Sends renewal reminders through the Registry's system
- Answers membership questions and resolves payment issues
- Provides the membership list to the Board and to The Fjord Herald on request

3. Finance and Office Administration

- Coordinates with the NFHR Treasurer and Accountant
- Pays NFHR bills, updates QuickBooks, and handles all deposits
- Prepares monthly financial summaries for the Board
- Supports budgeting, financial reporting and revenue oversight
- Maintains Registry records, files and vendor relationships
 - Facilitates communications among Board members and coordinates Board meetings

4. Correspondence and Member Service

For most members, and for every prospective owner who writes to us, this person is the voice of the Norwegian Fjord Horse Registry.

- Monitors and answers the Registry's general email inbox
- Returns telephone messages and voicemail; opens, sorts and responds to postal mail
- Answers general enquiries from members, prospective members, buyers, breeders and the public
- Sends members the forms, links and information they request
- Notes recurring questions so they can become website content or procedure entries
- Routes to the Board or the relevant committee anything requiring a decision, involving a dispute, concerning money beyond routine fees, or touching Registry policy
 - Sends members annual election ballots and communicates with vote counting entity

5. Website and Social Media

The purpose is providing information, keeping things current, not building an audience. The Registry's website carries paying content — farm listings, links and banner ads — and out-of-date pages cost us money as well as credibility.

- Keeps the website current: farm listings, paid links and banner ads, news items, the events calendar, downloadable forms, Board and contact details
- Posts to the Registry's social media channels two to three times a week, drawn from a Board-approved list of content types: foal announcements and new registrations, Herald highlights, member news, event and deadline reminders, and educational notes about the breed
- Monitors messages and comments, answers routine questions, passes anything substantive or sensitive to the Board
- Takes down expired listings promptly and flags renewals due to the Board

6. The Fjord Herald

- Assists with publication of The Fjord Herald, the NFHR official publication — content coordination, printing, and mail and website distribution
- Liaises with the Editor and the printer, and manages the mailing list

7. Compliance Support

- Maintains working knowledge of the laws, rules and regulations that apply to the NFHR, including the conduct of non-profit and tax-exempt organizations under Federal and Vermont law
- Keeps filings, registrations and renewals on a calendar and ensures deadlines are met
- Alerts the Board to anything requiring a decision or professional advice
- Works in compliance with the NFHR bylaws, available at www.nfhr.com

8. Board Reporting

- Submits a written update ahead of each Board meeting covering registrations, transfers and DNA kits processed; membership counts and renewals; income and expenditure against budget; and any issues needing a Board decision
- Coordinates with Board President to finalize meeting agendas and provides agenda, reports and other materials to Board prior to meetings
- Attends Board meetings to present that update and answer questions

Qualifications

Required

These are the things we cannot train, and the list is deliberately short.

- **Meticulous accuracy.** Registration records are permanent, and an error follows a horse for its lifetime.
- **Exceptional written and verbal communication.** Most member contact is by email, and this person speaks for the Registry.
- **Strong computer skills,** and the confidence to learn a new records system and work in it daily — including databases, QuickBooks, spreadsheets, word processing, Google Workspace and social media. Assist board members with board communication; setting up and accessing email and list serve
- **Excellent interpersonal skills,** with the ability to work effectively with an active Board of Directors, volunteer committees and members, including Board relations, meetings and coordination.
- **Strong organizational and problem-solving skills,** and sound judgement about when to decide and when to refer.
- **Ability to work independently** and meet deadlines without supervision.

Preferred

- Proficiency with QuickBooks, Microsoft Office and/or Google Workspace, and comfort posting information such as minutes and communications to a website

- Experience with budgeting, financial reporting and revenue oversight
- Relational database management experience, working closely with a database administrator
- Knowledge of the equine industry and registry operations

Other Requirements

- Commitment to maintaining confidentiality regarding member and registry information
- Willingness to work occasional evenings and weekends for meetings and events
- Travel may be required for the yearly meeting and other events
 - Dependability

To Apply

Send a letter of interest and résumé to both Margaret Crespo at margaretc@nfhr.com **and** Cynthia Madden at cynthia@nfhr.com. Please send to both addresses.

In your letter, please tell us why you are interested in this position, how you would keep a permanent record accurate over many years, and describe relevant experience and your experience working independently to meet deadlines.

Please also include three professional references in your letter: name, position, relationship to you, telephone number, and email address for each. At least two should be people who have supervised your work or relied on its accuracy. References will not be contacted without letting you know first.

Applications close September 4, 2026.

Notice regarding age-related information

You may redact or remove information that identifies your age, date of birth, or dates of attendance at or graduation from an educational institution from your résumé, letter of interest, or any other document you submit to us.

Equal Employment Opportunity

The Norwegian Fjord Horse Registry, Inc. is an equal opportunity employer. The NFHR does not discriminate and prohibits discrimination in employment on the basis of race (including hair texture and protective hairstyles), color, creed, religion, sex, pregnancy or related conditions, sexual orientation, gender identity, gender expression, national origin, ancestry, age, disability, marital status, military or veteran status, genetic information, or any other characteristic protected by applicable federal, state or local law.

Employment decisions at NFHR are based on qualifications, merit, and the needs of the Registry. We are committed to a fair and consistent hiring process in which every applicant is evaluated against the same criteria.

Accommodations

If you need a reasonable accommodation to apply for this position or to participate in any part of the hiring process, please contact Board President, Margaret Crespo margaretc@nfhr.com or sitting Board President all Requests are handled confidentially and will not affect consideration of your application.

Confidentiality

Applications and all information submitted are treated as confidential and shared only with those involved in the hiring decision.

Terms of Employment

This announcement is not an offer or contract of employment. Employment with NFHR, if offered, is at will and may be terminated by either the employee or the Registry at any time, with or without cause or notice, subject to applicable state and federal law. The Executive Director / Registrar is appointed by the Board of Directors under the NFHR Bylaws and serves at the pleasure of the Board.

Norwegian Fjord Horse Registry, Inc. · 1801 W. County Road 4, Berthoud, CO 80513 · www.nfhr.com