

Operations & Community Development Manager

Vision

The Silver Sage Ag Society is entering one of the most exciting seasons in its history. With major expansion plans that include a new campground, event center, and growing community programming, we are looking for a visionary General Manager to help lead this next chapter.

The Opportunity is Presents

The Silver Sage Ag Society is seeking a motivated, organized, and adaptable leader to serve as our **Operations & Community Development Manager**. Based out of the Silver Sage Community Corral, you will manage our current indoor and outdoor riding facilities, oversee our horse boarding program, lead our staff, and drive community engagement.

The Silver Sage Ag Society is a passionate, community-driven non-profit organization dedicated to preserving and promoting our local agricultural roots and western heritage. Operating out of our 101-acre property—the Silver Sage Community Corral—we feature a premier indoor and outdoor riding facility that hosts everything from major community rodeos and jackpots to clinics and private events.

We operate under the direction of a dedicated Board of Directors who are deeply committed to expanding our grounds and introducing new programming. As a non-profit, our success isn't measured in revenue, but in how we bring people together, support our local user groups, and build a lasting legacy for Southern Alberta.

As our Operations & Community Development Manager, you will serve as the proud public face of the Silver Sage Community Corral—stepping into a highly visible leadership role where you will directly represent our mission and drive our growth, fully backed by a progressive, forward-thinking Board of Directors.

Core Responsibilities

Leadership & Operations

- Oversee daily operations of facilities and the horse boarding program
- Lead, schedule, and supervise staff and event volunteers
- Maintain facilities and ensure users hold active memberships and riding passes

- Ensure policies and safety procedures are followed
- Ensure accounts, software, and insurance platforms are paid on time and do not expire
- Keep the Board of Directors fully informed on all operational updates

Events & Community Development

- Plan and execute our major events of the year alongside the Board
- Develop new programs, jackpots, clinics, and activities
- Build positive relationships with community partners, sponsors, user groups, and government agencies
- Increase facility utilization

Marketing & Communications

- Develop annual marketing plans
- Promote events using social media and Canva
- Coordinate media releases and public announcements
- Build sponsorship recognition and partner communications
- Maintain website accuracy
- Grow community awareness

Qualifications

- Experience preparing budgets and managing basic financial tracking
- Experience writing grants and securing funding
- Proven ability to manage multiple projects simultaneously
- Strong conflict resolution skills
- Strong organizational and time management skills
- Experience with Google Workspace and Microsoft Office
- Familiarity with the rodeo industry, equine operations, or ag environments (strong asset)
- Valid driver's license and willingness to work long hours during major event weekends

Why Join Us?

This is a unique opportunity to help shape one of Southern Alberta's fastest-growing agricultural and community facilities. If you enjoy building relationships, leading people, organizing memorable events, and leaving a lasting impact on your community, we'd love to hear from you!

How to Apply

Please submit your resume and cover letter outlining your experience and interest in the position to:

 [**info@silversageagsociety.com**](mailto:info@silversageagsociety.com) Applications will remain open until a suitable candidate is found. Only applicants selected for an interview will be contacted.

