



Job Title: Registrar

Organization: American Hanoverian Society

Location: Kentucky Horse Park, Lexington, KY- remote position potentially considered

Employment Type: Salary Exempt

Position Type: Full-Time

About Us

The American Hanoverian Society (AHS) is a nationally recognized equine breed registry that administers three studbooks dedicated to the development and promotion of the Hanoverian and Rhineland horses, and the American Hanoverian Riding Pony in North America. With a strong commitment to excellence, integrity, and service to our members, AHS supports breeders, owners, and competitors through registration services, inspections, awards programs, and educational initiatives.

Position Summary

The American Hanoverian Society (AHS) is seeking to fill a Registrar position responsible for the accurate management of the Society's registration, pedigree, ownership, breeding, and inspection records. Serving as the primary contact for registry-related services, the Registrar works closely with members, officials, and other staff to ensure record management and compliance with studbook rules.

Key Responsibilities

- Serve as the primary contact for registration, pedigree, and breeding inquiries. Process and issue horse registration papers, mare certificates, ownership transfers, horse recordings, and official registry documents.
- Maintain accuracy, integrity, and confidentiality of horse, owner, breeder, and pedigree records.
- Verify registration eligibility, DNA/parentage testing, and identification documentation.
- Serve as the office liaison to Judging and Inspection Tour committees, assisting with inspection site assignments, preparing inspection documents and recording of all records into the AHS database.
- Ensure compliance with AHS By-laws, the Code of Conduct, and the registration requirements of the Hanoverian, Rhineland, and Hanoverian Riding Pony registries.
- Communicate professionally and promptly with members and volunteers.
- Collaborate with staff and volunteers to improve registry processes and member services.

Qualifications

- Associate or bachelor's degree, or equivalent professional experience.
- Strong administrative and database management skills.
- Exceptional attention to detail and accuracy.
- Excellent written and verbal communication skills.
- Proficiency with Microsoft Office Suite, including Word, Excel, and Outlook. Experience with Canva and Constant Contacts a plus.
- Ability to manage multiple projects and deadlines simultaneously.
- Strong customer service orientation and professionalism.
- Preference to candidates with an equestrian background
- Nonprofit experience a plus

Compensation & Benefits

- Salary range \$40,000–\$45,000 per year, depending on experience.
- Paid Time Off (9 holidays, 5 paid sick days and 10 personal days/vacation – prorated for 2026)
- Health Insurance (AHS pays 75% of premium)
- Retirement plan with employer match up to 3%

How to Apply

Qualified candidates are invited to submit a resume and cover letter to ahsoffice@hanoverian.org outlining your relevant experience.

Join a respected national organization dedicated to excellence in sport horse breeding and be a member of a team that values professionalism, service, and integrity.