



Position Description

Position:	Development Coordinator
Date:	February 21, 2023
Incumbent:	N/A
Reports To:	Leslie Baker, CFRE, RHF Executive Director
Organizational Unit:	Reining Horse Foundation www.reiningfoundation.com
Salary:	Salary based on experience. Benefits package.
Hours per Week:	Full time, 40 hours/week (plus special event hours in late November/early December) and occasional, evening hours for Board meeting/committee calls
Shift/Hours/Days:	Regular, on-site business hours are Monday-Friday, 8:00–5:00 p.m. Possible hybrid remote schedule may be possible with supervisor approval
Position Start Date:	April 1, 2023 (or upon filling position)

Job Description:

Assist the RHF Executive Director in reaching and/or exceeding organizational fundraising goals. Tasked with donor stewardship and correspondence, direct mail and email efforts, and assistance with special events. Contribute to a growing and dynamic 501(c)3 nonprofit organization.

Opportunities available through this position include but are not limited to:

- Increased experience in nonprofit organization, donor management and event planning
- Marketing strategy, communications messaging and implementation
- Leadership and interpersonal skills development
- Coordinator will help the Reining Horse Foundation achieve its mission of caring for and honoring the reining community. Will report to the Reining Horse Foundation Executive Director and will work with other National Reining Horse Association staff and volunteers as assigned.

Education & Experience:

Education:	Bachelor's or associate degree in marketing, communications, public relations, nonprofit management or other related field
Experience:	Previous office and nonprofit experience is required. Preference given for experience with Bloomerang donor management software or similar CRM. Knowledge of reining or equestrian disciplines is not required but is helpful.

Qualifications:	Association and nonprofit knowledge with 1 to 3 years' experience Above-average attention to accuracy and details Demonstrated leadership and organization skills Above average writing skills, particularly for donor communications Above-average interpersonal communication skills and customer service philosophy Competent in Microsoft Office applications, especially Excel and Word Self-starter with collaborative skills Ability to lift and carry up to 50 pounds and assist with set up of RHF display at events Must use a computer terminal and view a computer screen for extended periods of time Must talk in person or by phone to international membership base Must be able to navigate within typical office working conditions. Occasional travel is a possibility
Other:	Full time Business/business casual attire (clean, non-ripped jeans acceptable most days)

Duties & Responsibilities:

- Plan and execute activities targeting one-time and recurring gifts, including annual appeals, end-of-year giving, online giving, and stewardship for donors up to \$1,000
- Implement regular email/mail correspondence with donor groups, including the Reiners Club, in conjunction with the Executive Director
- Manage individual, corporate and foundation gift entry in Bloomerang and the related acknowledgements
- Coordinate data entry for donations from the NRHA Member portal, ReinerSuite, and associated acknowledgement letters with the goal of responding weekly to ensure prompt recognition
- Organize the RHF Scholarship application submissions to prepare for the selection panel
- Assist with preparations for events, such as Sliders' Night Out, providing event planning assistance and donor support for the myriad of details and tasks related to a major fundraising banquet and program
- Coordinate the advance online event registration and check-in lists for the annual Thanksgiving buffet
- Interact with volunteers, staff and donors during the NRHA Futurity & Adequan North American Affiliate Championship show and Sliders' Night Out (extra hours of work during these two weeks) and staff the RHF trade show booth plus other duties
- Ensure that show managers receive promotional banners, PA announcements and office information related to the Show-Entry Donation Campaign
- Regularly review the organization's web content to keep it up to date and submit job tickets to the web manager. Possibly create web content for various RHF programs
- Assist with managing Board and committee meetings including setting up Zoom calls, communicating schedules, preparing agendas, and organizing accurate meeting minutes and recordkeeping
- Help develop and maintain a Board of Directors digital portal designed to onboard and inform
- Will move promotional materials, supplies, awards and auction items to organize and prepare for events, not to exceed 50 lbs. Must be able to access file cabinets, office equipment, etc.
- Perform other tasks related to development and stewardship based on the needs of the organization and the successful job candidate's interests, skills and experience. May include other duties or responsibilities assigned by the RHF Executive Director or NRHA Commissioner.

Apply by submitting a digital cover letter and resume by March 17, 2023, to: rhf@nrha.com. Position may remain open until filled.