



## Position Description

<b>Position:</b>	Development Associate
<b>Date:</b>	December 8, 2021
<b>Incumbent:</b>	N/A
<b>Reports To:</b>	Leslie Baker, RHF Executive Director
<b>Organizational Unit:</b>	Reining Horse Foundation <a href="http://www.reiningfoundation.com">www.reiningfoundation.com</a>
<b>Salary:</b>	\$14-16/hour (no benefits)
<b>Hours per Week:</b>	Part-time, 16-20 hours/week based on availability (plus special event hours in late November/early December); occasional, brief, evening hours for Board meeting/committee calls
<b>Shift/Hours/Days:</b>	Regular, on-site hours scheduled with supervisor approval during business hours of Monday-Friday, 8:00–5:00 p.m.
<b>Position Start Date:</b>	January 10, 2021 (or upon filling position)

### Job Description:

Assist the RHF Executive Director with marketing, fundraising and event planning activities and duties

Gain practical experience with a growing and dynamic 501(c)3 nonprofit organization. Opportunities available through this position include but are not limited to:

- Increased understanding of nonprofit organization, donor management and event planning
- Marketing strategy, communications messaging and implementation
- Leadership and interpersonal skills development
- Associate will help the Reining Horse Foundation achieve its mission of caring for and honoring the reining community. The associate will report to the Reining Horse Foundation executive director but will work with other National Reining Horse Association staff and volunteers as assigned.

### Education & Experience:

<b>Education:</b>	Bachelor's or associate degree in marketing, communications, public relations, nonprofit management or other related field; OR a college senior or graduate student pursuing one of the above-mentioned disciplines
<b>Experience:</b>	Previous office and nonprofit experience is desirable. Preference given for experience with Bloomerang donor management software or similar CRM. Knowledge of reining or equestrian disciplines is not required but is helpful.

<b>Qualifications:</b>	Association and nonprofit knowledge Above-average attention to accuracy and details Demonstrated leadership and organization skills Competent in Microsoft Office applications, especially Excel and Word Above-average interpersonal communication skills and customer service philosophy Self-starter with collaborative skills
<b>Other:</b>	Part-time Business/business casual attire with clean, non-ripped jeans acceptable most days

### **Duties & Responsibilities:**

Maintain accurate donor records and correspondence

Handle data entry for donations from the NRHA Member portal, ReinerSuite, and associated acknowledgement letters with the goal of responding within 24 to 72 hours of receiving donation

Ensure that show managers receive promotional banners, PA announcements and office information related to the Show-Entry Donation Campaign

Assist with preparations for major fundraising 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 possibly staff the RHF trade show booth plus other duties

Organize the RHF Scholarship application submissions to prepare for the selection panel

Regularly review the organization's web content to keep it up to date and submit job tickets to the web manager

Assist with managing Board meetings including setting up Zoom meetings, communicating schedules, preparing agendas, and organizing accurate meeting minutes and recordkeeping

Help develop and update a Board orientation digital binder designed to onboard new members

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

Other general duties as required

**Apply by submitting a digital letter of interest (cover letter) and resume by December 27, 2021, to: [rhf@nrha.com](mailto:rhf@nrha.com)**