

**Position:**

RHF Sr. Coordinator of Development & NRHyA

Date:

September 30, 2025

Incumbent:

Claire Pound

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) with occasional business travel and evening hours for Board meetings/committee calls

Shift/Hours/Days:

Standard office hours are Monday–Friday, 8:00–5:00 p.m. Occasional evening or weekend work will be needed for events. A flexible hybrid schedule may be available with supervisor approval.

Position Start Date:

October 27, 2025 (or upon filling position)

Education:

Bachelor's degree in marketing, communications, public relations, nonprofit management or a related field

Experience:

Office and nonprofit experience required. Preference for experience with Bloomerang or similar CRM. Knowledge of reining or equestrian disciplines is helpful but not required.

Qualifications:

- 3–5 years' experience in association or nonprofit work preferred
- Detail-oriented with strong organizational skills
- Clear, effective writer for donor and stakeholder communications
- Collaborative, people-focused communicator
- Proficient in Microsoft Office, especially Excel and Word
- Self-starter with the ability to manage projects independently and as part of a team
- Ability to lift up to 50 pounds and assist with event setup
- Comfortable with extended computer work and communicating with international membership
- Able to travel to work events—domestically and occasionally internationally

Other:

Full time

Business or business casual attire; jeans are fine most days if neat and professional

Position Description

This role blends relationship-building, communication, and event support in a way that directly impacts the growth of the 501(c)3 nonprofit Reining Horse Foundation. As Sr. Coordinator, you'll support fundraising efforts, guide youth programs, and help create meaningful experiences for donors and members. You'll gain exposure to nonprofit fundraising, event planning, and program leadership in a supportive environment that values training and mentorship, especially in fundraising.

What you'll gain:

- Opportunities to mentor and develop young leaders through the National Reining Horse Youth Association
- Experience in program management, donor relations and nonprofit management
- Growth in leadership, communication, and marketing strategy
- Hands-on involvement in events that bring the reining community together

The Sr. Coordinator helps RHF achieve its mission of caring for and honoring the reining community, working closely with the Executive Director, NRHA staff, and volunteers.

Job Description

In this position, you will:

- Steward donor relationships by managing gift entry and acknowledgement in Bloomerang and ReinerSuite, ensuring timely recognition
- Support fundraising campaigns including appeals, year-end giving, online donations, and recurring gift programs
- Build connections with donor groups through regular communications and personal outreach
- Mentor youth leaders in the NRHyA, guiding officers, delegates, and liaisons while coordinating programs and fundraising. Work toward targets for membership growth
- Organize scholarship applications and prepare materials for the selection panel
- Assist in planning and executing events such as Sliders' Night Out, Thanksgiving buffet, and RHF's presence at the NRHA Derby and Futurity, engaging with donors and members
- Coordinate Board and committee meetings, from Zoom setup to agendas and accurate recordkeeping
- Contribute to event logistics by organizing supplies, awards, and auction items (up to 50 lbs.)
- Take on other development and stewardship projects that align with your skills and the organization's needs
- Approve expenses related to NRHyA and travel to events as needed

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