



Development Coordinator Position Description

General Position Description

Part-time, non-exempt position responsible to assist with the organization and execution of fundraising activities and events, with cultivating and maintaining donor relations, and with other outreach activities to fund and support the mission of Renew Therapeutic Riding Center.

Reports to: Executive Director

Essential Duties

1. Assist in the implementation of fundraising strategies in accordance with the mission and goals of the organization based upon the strategic plan and approved budget.
2. Maintain and utilize the designated donor management software, currently Bloomerang.
3. Coordinate with the staff members to allocate resources needed to promote organizational health and growth.
4. Serve as an integral part of the development team collaborating with staff and Board members.
5. Maintain policies and systems consistent with PATH International standards.
6. Participate in decisions regarding improvements to the facility, programs and communication systems relevant to fulfilling the mission.
7. Provide accurate regular reporting of fund development status to the Executive Director.
8. Represent Renew TRC at local, state, and national functions as requested.
9. Other duties may be assigned by the Executive Director consistent with the mission, vision, and core values of Renew TRC.

Key Performance Indicators

1. Maintain exemplary quality standards in communications, donor relationships, and by meeting fundraising goals on a quarterly and annual basis.
2. Responsible, along with other team members, for cultivating, managing and maintaining donor relationships utilizing donor software and other relevant systems.
3. Participate in initiatives related to fund development strategies including providing information to guests and other stakeholders; corresponding with current, prospective and past donors; assisting with hosting micro-events for stakeholders; and occasionally speaking at community outreach events on behalf of Renew Therapeutic Riding Center.
4. Facilitate positive collaboration among the team of staff members and interns that represents the core values of Renew TRC.
5. Provide creative and strategic input to improve systems consistent with carrying out the mission and vision of the organization.

Qualifications

1. Bachelor's Degree preferred.
2. Development experience preferred.
3. Experience with Bloomerang or other similar CRM software is preferred.
4. Competency with computers including MSWord, Excel and PowerPoint and Google docs required.
5. Strong communication, organizational, resource management and interpersonal skills required.