

EQUI-KIDS Therapeutic Riding Program

Job Title: Development Director
Reports to: Executive Director
Hours: Full Time
Salary Range: \$60,000 - \$70,000 Commensurate with Experience

Interested candidates please send your resume and cover letter to careers@equikids.org

Overview:

Founded in 1989, EQUI-KIDS (<https://www.EQUI-KIDS.org>) is an accredited therapeutic riding center with an annual budget of \$1.6 million. Our team of employees (12 FT and 12 PT) work alongside over 385 active volunteers to provide, promote and support equine-assisted activities for individuals who have mental, physical, emotional, social, and learning disabling conditions representing more than 150 diagnoses. The heartbeat of our organization is the herd of our 19 working horses. EQUI-KIDS is positioning itself to expand and grow and is looking for a Development Director to provide leadership to meet both current requirements and the first phases of our growth campaign. The Development Director will spearhead all aspects of the development program as EQUI-KIDS continues to grow.

Scope of Responsibility:

Operates under general supervision with latitude for independent judgment and actions on routine matters. Frequent communication with the Executive Director, Board of Directors, and program staff to maintain a culture of philanthropy by making fundraising a shared, mission-aligned responsibility across the entire organization. They bridge the gap between development and programming, train board and staff on donor engagement, and ensure donors are treated as active stakeholders rather than just a source of funds.

Typical Duties:

- In collaboration with the Executive Director, Board of Directors, and EQUI-KIDS program staff, develop and execute the annual fundraising plan to meet annual fundraising budget of \$1.6 million. Plan includes a mix of donations, grants, sponsorships, special events, planned and legacy giving activities.
- Develop plan to stabilize and grow donor base in preparation for future capital campaign. Secure financial support from individuals, foundations, and corporations to include in-kind support consistent with annual/long range plans in collaboration with ED.
- Responsible for communicating deadlines, goals, upcoming events and time-sensitive information to all staff on a weekly basis.
- Develop and maintain ongoing relationships with supporters and community partners.
- Ensuring all data entry pertaining to donor information as well as administrative responsibilities associated with fundraising and donor management is completed in a timely manner.
- Responsible for creating periodic reports and providing data for meetings, publications, marketing materials and the annual report; responsible for communicating with the Executive Director and Operations Administrator for updated financial reports and event outcomes.
- Assist Executive Administrator in the creation of printed and electronic communications and other marketing materials to demonstrate impact.

- Represent EQUI-KIDS through speaking engagement, professional networking events, public appearances, and other public relations activities as needed.
- Donor cultivation and charitable contribution reporting.

Qualifications:

- BA/BS degree with 5 - 7 years of relevant work experience.
- Experience in all aspects of nonprofit development including individual solicitation, grants, major donors, corporate giving, and special events; capital campaign and planned giving experience preferred.
- Ability to work in an outdoor environment in adverse weather conditions to ensure the safety of horses and program participants. Must be physically capable of lifting 50 lbs, standing, bending, using hands to handle, control, or feel objects, and tools.
- Excellent time management skills with the ability to multi-task.
- Excellent writing and editing skills and experience with public speaking.
- Demonstrate ability to work within an established development plan.
- Ability to work collaboratively with a team and experience working with volunteers.
- Proficient in Microsoft Word, Excel and Outlook software; Salesforce or other database management experience preferred.
- Affinity for horses and the principles behind therapeutic equine programs.
- Embrace diversity and people with unique needs.

Eligibility:

Must be 21 years of age or older. Must be a US Citizen, national, or legal permanent resident of the US.