



Job Title: Development Director
Reports To: Executive Director
Status:
Date: October 16, 2019

Background

The United States Hunter Jumper Association (USHJA), as the National Affiliate for the Hunter/Jumper discipline, promotes the sport and the well-being of its participants, offers broad based education for members and provides the framework for the conduct of the sport. Additionally, the USHJA has a foundation which was established in 2008. The foundation, through the Associations Development Department, acts as the fundraising arm for the Association to support the Programs of the USHJA and to administer special grants programs offered to its members. The Development Department raises revenue by direct donor solicitation (personal, digital, and social media) and through fundraising events and activities.

Position

USHJA seeks an experienced, highly motivated Development Director to lead the Development Department. The successful candidate will be highly motivated, able to effectively interact with members of the hunter and jumper community, identify, cultivate, and engage donor prospects as well as develop and execute solicitation strategies. The successful candidate will be able to market the value of the USHJA and its programs in conjunction with messaging the impact of giving to the organization. Additionally, the Development Director will be responsible for managing a substantial portfolio of donor prospects and implementing plans and tactics to increase the organization's financial portfolio to support the programs of the USHJA.

The Development Director reports to the Executive Director and will be the lead fundraising professional for the organization while working closely with other USHJA staff and volunteers.

Duties & Responsibilities

Leadership & Management:

- Provide strategic support and leadership for all development events, campaigns, and activities
- Supervise and collaborate with Development Coordinator to manage donor development efforts, and evaluate and measure development efforts and programs
- Collaborate and work with the Sponsorship Department
- Create and implement strategies for donor development and cultivation which will assist in providing a diverse and sustainable solicitable base
- Broaden and expand upon planned giving donations, solicitation of bequests, endowment programs, and foundation funding
- Actively engage and utilize the resources of USHJA volunteers, and coordinate and collaborate with USHJA staff resources in the donor development and gift acquisition process
- Engage USHJA members and others in the hunter and jumper community and market the value and benefit of USHJA and its programs
- Provide monthly reports to measure progress towards achieving development goals
- Lead development efforts which involve regular member face-to-face engagement and travel
- Oversee Development communications and solicitation materials

Qualifications

The Development Director will facilitate and execute all fundraising and development efforts with professionalism, integrity, and dedication.

Candidates should have proven fundraising, leadership, management, prospect management, and relationship-building experience. Concrete demonstrable experience and other qualifications include:

- Excellence in project and time management with the ability to work effectively with teams to set and achieve goals and objectives
- Marketing/public relations skills
- Fundraising experience in soliciting leadership and principle gifts
- The ability to engage a wide range of stakeholders, cultures, and personalities
- Strong written and verbal communication skills, and be a persuasive and passionate communicator with excellent interpersonal and presentation skills
- Strong computer skills - specifically proficiency in the Microsoft Office Platform
- Detail-oriented, yet remains adaptable, action-oriented, and creative/innovative
- Possess patience, flexibility and the ability to work effectively in collaboration with diverse groups of people

- Passion, idealism, integrity, positive attitude, mission-driven, and self-motivated
- Four-year college degree plus two to five years of professional experience or equivalent combination
- Minimum of four years of development work experience
- Knowledge of the hunter/jumper horse industry is helpful
- Availability to work evenings, weekends, and travel as necessary

Computer and Office Machine Skills

Has proficient knowledge of Windows operating systems, Microsoft Office Suite, Word and Excel. Ability to effectively use the internet for research. Understanding of basic PC concepts (files, file paths, copying and pasting, deleting and moving files) and common office machinery to include but not limited to adding machine, calculator, telephone, fax, copier, scanner, postal machine.

Other Requirements

Some travel as well as after hours and weekend work may be required for special projects and events.

Certificates, Licenses, Registrations

Possess and maintain a valid driver's license with no restrictions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms. The employee must frequently lift and/or move items ranging in weight. While performing the duties of this job, the employee is required to travel by air or automobile. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Work Environment

The noise level in the work environment is usually moderate.

