



**Job Title:** Development Coordinator

**Reports To:** Development Director

**FLSA Status:** Exempt

**Date:** October 16, 2019

### **Summary**

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 fundraising events and activities.

### **Essential Duties and Responsibilities**

- Will manage and support the affairs of the Development Department/Office
- Collaborate with and provide support for the Development Director
- Serve as the primary liaison in support of department meetings, inquiries and development efforts
- Prepare minutes and necessary documents for any official meetings
- Manage grant processes, application review, and disbursement of funds
- Manage documents, records and files
- Manage donor database and issue appropriate routine correspondence with donors
- Working closely with the various departments of USHJA (marketing and communications, graphics design, budget and financial) to project-manage the various needs of the Department's development efforts and grant programs.
- Support related marketing and communications, including website updates, social media, articles and other marketing and communications needs
- Develop and maintain department operating process and procedural documents
- Participate in funds development efforts

## Qualifications

- Strong written and verbal communication skills
- Strong organizational skills
- Ability to multi-task and take initiative
- Strong computer skills - specifically proficiency in the Microsoft Office Platform
- Marketing/PR skills
- Event planning preferred
- Fundraising experience preferred
- Detail-oriented, yet 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-directed
- Working knowledge of donor-management software or other database systems is a plus

## Required Education and/or Experience

- Four-year college degree plus one to two years of professional experience or equivalent combination
- Minimum of two to four years of work experience
- Working knowledge of the hunter/jumper horse competition environment helpful, but not necessarily required
- 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.