

Riding To The Top Therapeutic Riding Center

Job Description: Development Associate

Reports To: Executive Director

Areas of Responsibility:

- Administrative
- Fund-raising event project management
- Donor data quality assurance
- Donor acknowledgement processing & relationship building

Requirements of Job:

Job requires general computer and database skills, comfort with communicating with people via phone, in person and email, excellent writing skills and independent writing ability. The person hired will work closely with Executive Director, Board of Directors and Volunteer Coordinator.

Specific Duties:

I. Administrative

1. Reports to Executive Director and to the Board at Board Meetings when asked.
2. Helps implement and execute all Board and Executive Director decisions and policies regarding fundraising.
3. Responsible for managing the following portions of RTT's fundraising activities: Direct Mail, Special Events, and Donor data quality management.
4. Will assist on an as needed basis in a supporting role to the Executive Director and the Development Committee in Major Gifts, Grants, and Stewardship activities.
5. Ensures that all files and data relating to all aspects Riding To The Top fundraising, are kept current and accessible to appropriate personnel. Treats all donor and fundraising information as confidential.
6. Oversees and delegates as needed telephone follow ups, timely correspondence and interactions with key fundraising volunteers.

II. Supervision of Personnel

1. Provides direct supervision for Special Events Assistant(s)
2. Coordinates training of all new fundraising volunteers

III. special event committee Oversight of Fundraising Activities

1. Ensures that the quality of his or her portion of the fundraising program is continually improved and expanded while being consistent with RTT's mission and vision.

IV. Donor Relations Management

1. thank you process for all donations
2. Works closely with book keeper to report on monthly activity of funds raised
3. Responsible for making sure database is up to date and lists are prepared for mailings

V. Grant Writing and Fundraising

1. Conducts research on Foundation and Corporate grant opportunities
2. Keeps records for all grants and reports due
3. Assists Executive Director with preparation of grant proposals

VI. Oversight of Key Donor Relations

1. Works in conjunction with the Executive Director and Program Director to make sure RTT stewards its major donors and provides opportunities throughout the year for key donors to participate in varied non solicitation activities
2. Keeps donors informed about activities at RTT and reports on any special funds given

Reviewed: 3/98, 2/00, 8/00. 2/01, 5/07, 03/08

Signature: _____

Date: _____