

Therapeutic Riding Development Specialist

Do you have a passion for non-profit work, horses, and working with disabled people? Do you want to make a difference in the lives of others? Consider joining our amazing team! TROT has an opening for a Development Specialist. We are a growing non-profit, situated on 7 scenic acres, that currently is serving the greater Tri-Cities, WA area. We are fortunate to have a community that supports us. We bring joy and accomplishment to families using horses for that special therapeutic connection.

Our Mission: Therapeutic Riding of Tri-Cities (TROT) promotes physical, psychological and the social well-being of people with special needs by providing animal-assisted therapies and activities.

About the Position: Part-time hourly position with flexible scheduling with occasional weekend or evening work during events. Ask about our dog friendly office! Have a horse? We can talk about the ability to board with us.

As the Fundraising Superstar, your goal will be to increase TROT's revenue by 30%; here's what you will be doing:

- Developing a Fundraising/Development plan and Budget for TROT with defined goals and objectives in cooperation with Executive Director.
- Executing the Development plan and managing the budget in cooperation with Executive Director.
- Cultivating and securing financial support from individuals, foundations, and corporations with assistance of the Executive Director
- Maintaining ongoing relationships with current donors including special events, VIP meet and greets, fundraisers, etc. with a goal to increase participation and donations.
- Researching available grants from private and public sources, writing and submitting grant proposals to foundation or funding agencies. Administering all grants including documentation and reports required.
- Strategizing with the Executive Director to maximize giving for at least 3 fundraising events per year.
- Maintaining and maximizing the effectiveness of Network for Good donor management system (or other).
- Identifying new major donors while developing and maintaining ongoing relationships with major donors.
- Creating and executing a strategy for a sustained base of annual individual donors.
- Overseeing the organization of special events related to donors.
- Developing and tracking all proposals and reports for corporate fundraising.
- Working with the designated designer to develop consistent corporate branding and presence.
- Ensuring documents and marketing materials are current, accurate and properly reflect the brand and desired messaging.

- Growing TROT's presence in the community through a variety of means including presentations, booths at community events, networking events, Chamber of Commerce, participation in other nonprofit events, etc.
- Collaborating with the Family and Volunteer Coordinator for any campaign/events/support outreach needed.

QUALIFICATIONS

Education/Experience

BA or BS degree in applicable field (marketing, PR, business, public policy, nonprofit management) or equivalent education and experience

Minimum 1-3 years' experience in nonprofit fundraising with specific focus on grant writing

Skills/Knowledge/Abilities

Demonstrated success writing grant applications for emerging and/or small nonprofit organizations preferred.

Ability to drive projects independently as well as collaboratively.

Ability to problem solve and exercise sound judgment.

Working familiarity with MS Office Applications, donor tracking systems (preferably Network for Good), and basic digital marketing tools (Facebook, Instagram, etc.)

Strong presentation skills to individuals and groups at all levels, including corporations

Experience with researching best practices of marketing/fundraising for emerging non-profits.

How to Apply:

Please visit our website: <https://www.trot3cities.org/job-opportunities/> and upload a cover letter, resume, and three professional/personal references with phone numbers and email addresses. All successful applicants will be required to pass a background check.