



Rocking Horse Ranch Job Description

Director of Development

Based in Greenville, North Carolina, Rocking Horse Ranch (RHR) is hiring a new Director of Development to take the helm of the organization's development efforts and ensure the RHR has the financial capacity to meet its core mission and evolving goals.

Generally:

Reporting directly to the Executive Director, the Director of Development is responsible for planning, developing, organizing, and directing all Rocking Horse Ranch (RHR) fundraising. This responsibility includes major gifts programs, annual fund, planned giving, special events, and capital campaigns (depending on size and scope of said capital campaign). Above all, the Director of Development is charged with developing and executing a financial plan that ensures RHR continues to meet its core mission and evolving goals. The Director of Development is a leading role, working closely with the Board or Trustees, Executive Director, and other staff to develop and articulate the strategic direction of RHR and in implementing the resulting strategies and initiatives.

Supervision:

Serving at the pleasure of the Board of Trustees, the Director of Development is under the supervision and direction of the Rocking Horse Ranch Executive Director. The Executive Director supervises all full-time and part-time staff.

Description of Responsibilities/Essential Functions:

The following list is illustrative and is not intended to describe every function that may be performed to this job. The omission of specific statements does not preclude the Board of Trustees and/or Executive Director from assigning specific duties not listed, if such duties are a logical assignment to the position.

1. Annual Operational Fundraising for Rocking Horse Ranch (RHR)

- Oversee accounting of all annual fundraising activities, reporting regularly to Executive Director.
- Working with metrics determined by the Executive Director, expand the overall number of contributors to RHR annually, always looking for opportunities to develop new community partners and relationships.
- Maintain strong, healthy relationships with existing donors to make sure patrons see the value of their financial support year to year. Keep track of all comments, issues, and other feedback in a way that can be easily evaluated.
- Design and implement a dynamic schedule of fundraising events that meets the needs of a diverse community and supports the annual budget. The development calendar should be presented for final approval in June, prior to the beginning of the new fiscal year. Total event revenue should grow at a percentage determined at the beginning of the year by the Executive Director.
- Oversee all gift receipts and acknowledgements that go toward supporting the annual budgets, including making sure donors receive thanks for each contribution and tax-related documentation.



- Create and maintain RHR's dynamic donor database to keep updated donor contact information, giving history, and evaluate financial support over time.

2. Long-term Fundraising for the RHR

- Proactively cultivate individual and institutional supporters, taking regular steps to ensure all RHR patrons see value in their continued support of the organization;
- Oversee accounting of all long-term fundraising activities, reporting regularly to Executive Director to ensure long-term solvency.
- Working with metrics determined by the Executive Director prior to the beginning of every fiscal year, develop the planned giving program by growing the number of givers yearly.
- Working with Executive Director, secure grants to support all of RHR's long-term accounts.
- Oversee gift receipts and acknowledgements that go toward supporting long-term financial health.

4. Volunteer Recruitment

- Expand pool of reliable RHR volunteers annually by a percentage by the Executive Director prior to the beginning of every fiscal year.
- Working with other staff, ensure all volunteers are not "lost in the shuffle" and are effectively integrated into RHR plans and procedures through appropriate training.

Qualifications:

- Graduation from an accredited college or university. The attainment of an applicable advanced degree (Public Administration, Finance, etc.) or other commensurate degree is ideal, but is not required for consideration.
- A minimum of three years progressive, professional experience in a relevant field/profession that includes relationship building, as well as at least two years with some degree of project management and event experience.

Compensation:

Salary is commensurate with experience.

To Apply:

Interested candidates should electronically submit a cover letter, updated resume, and three professional references to karsin@jennikjewelry.com by 4:30PM on February 15, 2019. It is the goal of the Search Committee to make a hiring recommendation to the full Board of Director by March 6, 2019, with the approved candidate able to assume the Director of Development position shortly thereafter.

Rocking Horse Ranch is an Equal Opportunity Employer.