



COROLLA WILD HORSE FUND
INCORPORATED

1130E Corolla Village Road * P.O. Box 361* Corolla, NC 27927

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Position Description
Donor Programs Assistant

Organization:

Founded in 2001, the Corolla Wild Horse Fund's nonprofit mission is to protect, preserve, and responsibly manage the herd of wild Colonial Spanish Mustangs roaming freely on the northernmost Currituck Outer Banks, and to promote the continued preservation of this land as a permanent sanctuary for horses defined as a cultural treasure by the state of North Carolina.

Position - Full time, salaried, non-exempt:

The Donor Programs Assistant reports directly to the Chief Operating Officer and, with direction by the COO and in collaboration with the COO, oversees the day-to-day management of all donor and member programs.

Responsibilities:

Primary responsibility of CWHF membership and donor programs, including but not limited to management of the membership/donor data base, mailings and communications to donors, and fulfillment of materials to be sent to donors. Oversee the day-to-day operation of programs by ensuring that the necessary facilities, equipment, and supplies are in place and all programs are delivered safely and successfully. Such programs will include children's activities, horse sponsorships, and calendar contests. Assist with retail activities in the gift shop on an as needed basis. Monitor and help to fulfill online gift shop orders in a timely manner.

Qualifications:

- Commitment to the protection and preservation of wild horses.
- 1 to 3 years of experience in an office environment.
- Ability to spend comprehensive time accurately inputting donor contact information digitally.
- Excellent computer skills with proficiency in Excel, Word, Outlook, Publisher, and PowerPoint a plus.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills and a collaborative team member style.
- Demonstrates commitment to high professional ethical standards.
- Excels at operating in a fast-paced, community environment.
- High comfort level working in a diverse workplace environment.

*The Corolla Wild Horse Fund is a non-profit 501(c)3 organization.
All donations are tax deductible as allowed by IRS regulations.*