



COROLLA WILD HORSE FUND
INCORPORATED

1130E Corolla Village Road * P.O. Box 361* Corolla, NC 27927
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Position Description *Development Coordinator*

Organization

Founded in 2001, the Corolla Wild Horse Fund's nonprofit mission is to protect, conserve, 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 designated as the State Horse and defined as a cultural treasure by the state of North Carolina.

Position – Full time, salaried, exempt

Reporting to and in partnership with the Chief Operating Officer, the Development Coordinator will spearhead funding efforts as the Corolla Wild Horse Fund continues to grow. The Coordinator will have the opportunity to build the development function of the organization. This position also works closely with the Chief Financial Officer. Occasional weekend and evening work may be required.

KEY DUTIES AND RESPONSIBILITIES:

Plan fund development activities

- Collaborate with Chief Operating Officer to create a comprehensive fund development plan which increases revenues to support the strategic direction of the organization.
- This includes but is not limited to individual gifts; corporate and foundation gifts; capital campaigns; special events; donor solicitations; and planned giving.
- Participate in the budgeting process for development and budget compliance.
- Implement the fund development plans in accordance with ethical fundraising principles.
- Monitor and evaluate all fundraising activities to ensure that the organizational fundraising goals are achieved.
- Monitor trends in the community, region, and nationally, and adapt fundraising strategies, as necessary.

Overseeing fund development activities

- Develop and manage timelines for various fundraising activities to ensure that strategic plans and critical fund-raising processes are conducted in a timely manner.
- Develop policies and procedures which reflect ethical fundraising practices.
- Research, prepare, and submit grant applications to generate funds for the organization.
- Track proposals and reports for all foundation and corporate fundraising.
- Ensure professional and impactful communications and promotional activities.
- Oversee the planning and execution of special fundraising events.
- Identify and develop corporate, community, and individual prospects for the organization's fundraising priorities.
- Oversee the administration of the donor mailing list and database which respects the privacy and confidentiality of donor information; maintain a large, sustained base of annual individual donors.
- Responsible for data entry and gift processing in the donor database as well as acknowledgement of all donations and gifts.
- Coordinate in-kind donations and make decisions regarding the issuing of receipts.
- Cultivate and foster ongoing relationships with donors and potential donors that provide lasting value.
- Professionally, authentically, and dynamically represent the Corolla Wild Horse Fund both internally and publicly.
- Travel required, as necessary.

QUALIFICATIONS:

- BA or BS degree in relevant field required.
- 3 to 5 years' experience in non-profit development.
- High degree of personal integrity.
- Commitment to the protection and preservation of wild horses.
- Demonstrated excellence in organizational, managerial, and communication skills.
- Excel at operating in a fast paced, community environment.
- Demonstrated history of raising significant funds.
- Budget development and oversight experience.
- Knowledge of Raiser's Edge or other donor software preferred.
- Knowledge of planned giving.
- Must be a team player and deadline driven but also self-motivated and able to function effectively independently.

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