



Executive Assistant/Development Coordinator Job Description

StableStrides mission is to significantly improve the wellbeing of individuals through a connection with horses. StableStrides, a 501(c)(3) corporation, is the only PATH Intl. premier accredited center in southern Colorado. Additionally, it is the oldest and largest center in southern Colorado. We provide care (mental, physical, and cognitive) to over 600 individuals each year from El Paso, Teller, Pueblo, Elbert, and Douglas Counties.

Job Title: Development Assistant Job Description

Hours: Non-exempt, Part Time Position, Monday through Friday, weekends and events as needed, 25-30 hours per week

Reports to: Executive Director

Salary Range: Depends on Qualifications

The Executive Assistant/Development Coordinator reports directly to the Executive Director and is responsible for overseeing the production of a full range of material to effectively support the advancement goals of the organization and to convey the organizations mission to diverse constituencies. The successful candidate must be a self-motivated, high energy individual who is capable of thriving in a dynamic, deadline driven environment. In this position, you will provide administrative support for fund development efforts and institutional fundraising events as assigned. This role is primarily responsible for the accounting functions and maintaining a fund portfolio with absolute data integrity and ensures delivery of impeccable donor services. He or she works closely with StableStrides staff, volunteers, community organizations, and local service groups. Additionally, this role is responsible for supporting the Executive Director with day to day tasks and supporting the development department operations.

Qualifications:

- Must embrace the mission of StableStrides
- Strong interpersonal, communication, and writing skills
- Be organized and exhibit “follow through” on tasks and goals
- Knowledge of the basic components of successful fundraising strategies and programs
- Competency in MS Word, Excel, PowerPoint programs; familiarity with Salesforce donor database; graphic design skills a plus
- Ability to relate effectively with diverse audiences, including StableStrides board members, major donors, foundation staff, media outlets, and community audiences
- Ability to work independently, manage multiple tasks, problem solve, and work as part of a cohesive and collaborative team
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited information exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Responsibilities:

- Develop an annual fundraising plan, in conjunction with ED, Grant writer, and Fundraising Committee, and lead, manage, and track its implementation
- Maintain and increase individual giving by researching, analyze, cultivating, maintaining, and strengthening donor relationships
- Coordinate with and support grant writing by Grants and Research Director and/or ED
- Provide administrative support to the development department through data entry, analysis, and project management
- Coordinate donor stewardship (calls, receipts, thank you letters, etc.)
- Mailing Lists: build, maintain, and generate for various projects
- Maintain donor database, ensuring accurate data
- Manage fundraising event planning, coordination, registration, and implementation
- Coordinated and manages the calendar, meetings, and other activities for the Executive Director
- Coordinate budgets, deadlines, objectives, and schedules for the development department
- Responsible for management of emails including responding to emails on behalf of the ED
- Responsible for preparation of development reports and various other internal and external reporting
- Responsible for preparing logistics, notices, agendas, and materials for meetings
- Conserves ED's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information
- Must coordinate with other development and operational staff as needed
- Must prepare presentations from time to time
- Other duties as assigned

Physical Demands and Working Conditions:

There are 2 types of working conditions and physical demands associated with this job:

- Working with and around horses. Working with and around farm and ranch equipment. Physically able to get around on foot in an outdoor environment, such as outdoor arenas, corrals, and barns.
- Office setting, therefore the noise level in the work environment is usually moderate. Work is generally sedentary in nature, but may require standing and walking. Use of hands to operate computer equipment. Frequent near vision use for reading and computer use.
- Must be available for correspondence at night and on weekends as needed

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

****StableStrides is an Equal Opportunity and Affirmative Action Employer. All employment candidates may be subject to background screening, and may be subject to a pre-employment drug screen.*

Interested applicants should email a cover letter and resume to hr@stablestrides.org.