



MORNING DOVE
THERAPEUTIC RIDING INC

Development Director

The mission of Morning Dove is to improve the lives of individuals with a range of cognitive, physical and/or emotional disabilities in the Greater Indianapolis area through equine-assisted therapies and activities. We are seeking an experienced, energetic, self-starting, results oriented Development Director to bring leadership, brilliant ideas, prospect research, writing, data management, and event coordination to our team.

Send cover letter and resume to:

Liz Coit

Executive Director

liz@mdtrc.org

317-733-9393

Review of applications will begin immediately.

Position Title: Development Director

Reports to: Executive Director

Purpose: The purpose of this position is to direct and lead a successful Annual Fund and our upcoming Comprehensive Campaign. Must be able to anticipate project needs, discern work priorities, meet deadlines with little supervision, and be willing to work occasional evenings and weekends. Must provide outstanding customer service, be an enthusiastic professional, and be able to build relationships with both internal and external customers.

Primary Responsibilities:

Donor and Volunteer Relations

- Identify prospects and coordinate development-related appointments for the Executive Director and Development Volunteers (e.g., Board members)
- Coordinate, attend, take notes, and manage follow-up actions from development-related volunteer committee meetings
- Gather and act upon important facts and information regarding major donors, e.g. birthdays, anniversaries, special accomplishments, in connection with cultivations and solicitations
- Make public presentations about Morning Dove
- Support volunteers in their fundraising and friend raising efforts



MORNING DOVE

THERAPEUTIC RIDING INC

- Assist the Executive Director and board in increasing the number of major donors
- Coordinate and/or develop materials for training, regular progress reporting, and fundraising analysis including (but not limited to) agendas, notes, scripts, and financial closing projections

Grant Writing and Management

- Identify grant opportunities to achieve a minimum of budgeted grant goals for each calendar year
- Write grant applications for review by Executive Director
- Manage submission and reporting of grants

Research and Records

- Establish donor management database
- Research public and private grant agencies and foundations to identify potential sources of funding
- Research local corporations, local executives, and other potential supporters who could be cultivated. Update information in the donor database
- Assist in recording all communications and activities with donors and volunteers in database

Event Coordination

- Staff leader on Event committees - Arrange and prepare event plans, budgets, scripts, schedules, printed material and publicity in coordination with event committee
- Assist with negotiations for space contracts, arrange food and beverage, order supplies and audiovisual equipment, order event signs, and ensure appropriate décor (floral, linens, color schemes, etc.) to meet quality and brand expectations.
- Propose new ideas to improve the event planning and implementation process
- Serve as a liaison with vendors on event-related matters
- Assist with managing on-site production and clean-up for events as necessary

Writing and Social Media

- Arrange and conduct interviews; write and edit articles to contribute to a positive donor experience
- Write and manage materials for the website, Facebook, etc.
- Write and organize direct mail campaign to reach potential contributors and renew loyal donors



MORNING DOVE
THERAPEUTIC RIDING INC

Job Relationships:

The Development Director reports directly to the Executive Director. Externally, the Development Director will maintain relationships with volunteers, donors, and prospects.

Qualifications:

Bachelor's and/or graduate degree in related field and five plus years' experience in fundraising desired. Passion for health and human services organizations and a love of horses, fundraising and volunteer experience, and ability to work independently are preferred. Knowledge of volunteer management is desirable. Experience developing and leading Annual Fund and/or Comprehensive Campaign strongly preferred.

Skills and Abilities:

- Ability to deal effectively with a wide range of individuals
- Extensive knowledge and skills related to donor cultivation and special event planning
- Excellent verbal (public speaking, face-to-face, and phone skills), writing and proofreading skills, and organizational skills
- Deadline and detail orientation
- High-level of energy and a "can-do" attitude
- Ability to manage multiple projects and work assignments at the same time
- Professional representation at all times
- Excellent time management skills

Computer Literacy:

The position requires experience and ease with Microsoft Office programs like Word, Excel, and Outlook. Donor management database experience is a plus. Experience with multimedia presentations, especially PowerPoint and videography are preferred. Ability to communicate with publics via social media: Facebook, LinkedIn, Twitter, etc.

Physical Demands and Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Walking, presentations, lifting equipment related the duties of this job are required on a regular basis. Visual and auditory requirements are extensive to successfully execute this function. This is an active office environment with typical distraction of a clinic environment. Frequently the employee must drive to appointments, events, and networking opportunities. The employee must provide his or her own transportation/insurance.