



Development Specialist

STARS Therapeutic Riding Center is seeking a part-time Development Specialist to advance the organization's mission.

Overview

The Development Specialist will work directly with the Executive Director to achieve fund development goals through fundraising, event planning, grant research & writing, and assist in community relations. This position will report to the Executive Director.

Primary Responsibilities

- Achieve and maintain yearly fund raising goals approved by the Executive Director
- Research new ideas and ways for STARS to raise funds for the program success (new events, new fundraisers, etc.)
- Organize, implement, and attend all fundraising opportunities for STARS
- Work directly with the Board Fundraising Committee, providing reports as needed
- Generate marketing material as needed for this position
- Research all grant opportunities that pertain to STARS
- Gather needed materials to apply for grant opportunities
- Write and apply for grants opportunities
- Assist ED in Community outreach/networking by attending various community groups/events
- Assist ED with maintaining/ building public and donor relations to the best interest of STARS in the community
- General Administrative support preparing reports, managing donor database, and files

Hours & Compensation

This is a part time, hourly position that will average 20 hours per week depending on the season and events taking place at STARS, Inc. Daily schedule will vary depending on events and fundraisers taking place at or for STARS.

Compensation will be a competitive hourly rate depending on experience and education.

Requirements

- Experience in the marketing, fundraising or development field required
- Bachelor's degree in a related field a plus
- Thorough knowledge of all MS Office programs and Social Media outlets
- Must possess good verbal and written communication skills
- Ability to act with excellent judgement and professionalism
- Must be flexible and willing to take initiative.
- Must display the ability to meet conditions of employment application to the organization.

For consideration, please submit a one-page cover letter, resume, brief writing sample, and contact information of three professional references to brooke@scstars.org with "Development Specialist" in the subject line.