



**Job Title:** Development Director  
**Reports To:** Executive Director  
**Status:** Exempt  
**Date:** October 16, 2019

### **Background**

The United States Hunter Jumper Association (USHJA), as the National Affiliate for the Hunter/Jumper discipline, promotes our sport and the well-being of its participants, offers broad based education for our members and provides the framework for the conduct of our sport. Additionally, the USHJA has a foundation which was established in 2008. The foundation, through the Associations Funds Development Department, acts as the fundraising arm for the Association to support the Programs of the USHJA and to administer special grants programs offered to its members. The Funds Development Department raises revenue by direct donor solicitation (personal, digital, and social media) and fundraising events and activities.

### **Position**

USHJA seeks an experienced, highly motivated Development Director to lead the Funds Development Department. The successful candidate will be highly motivated, able to effectively interact with members of the hunter and jumper community and others in the development of funds. The successful candidate will be able to market the value of the USHJA and its programs in conjunction with messaging the value of giving to the Foundation. The Funds Developer will use traditional methods to increase the organization's financial portfolio to supports the programs of the USHJA.

The Development Director reports to the Executive Director, and will be the lead funds developer for the organization while working closely with other USHJA staff and volunteers.

### **Duties & Responsibilities**

#### **Leadership & Management:**

- Provide strategic support and leadership for all funds development events, campaigns, and activities

- Create and implement strategies for donor development and cultivation which will provide a diverse and sustainable funding base
- Broaden development approaches such as planned giving, solicitation of bequests, endowment programs, and foundation funding
- Actively engage and utilize the resources of USHJA volunteers, and coordinate with USHJA staff resources in the donor development and funds acquisition process
- Engage USHJA members and others within the hunter and jumper community and market the value and benefit of USHJA and its programs
- Work closely with the Funds Development Coordinator to manage donor development efforts, and evaluate and measure development efforts and programs
- Provide monthly reports to measure progress towards achieving the funds development goals
- Lead funds development efforts which involve regular member face-to-face engagement and travel

### **Qualifications**

The Development Director will facilitate and execute funds development efforts with professionalism, integrity, and dedication.

Candidates should have proven leadership, management, and relationship-building experience. Concrete demonstrable experience and other qualifications include:

- Excellence in project and time management with the ability to work effectively with teams, set and achieve goals and objectives
- Marketing/public relations skills
- Funds development experience
- The ability to engage a wide range of stakeholders, cultures, and personalities
- Strong written and verbal communication skills, and be a persuasive and passionate communicator with excellent interpersonal and presentation skills
- Strong computer skills - specifically proficiency in the Microsoft Office Platform
- Detail-oriented, yet remains adaptable, action-oriented, and creative/innovative
- Possess patience, flexibility and the ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Four year college degree plus one to two years of professional experience or equivalent combination
- Minimum of four years of funds development work experience
- Knowledge of the hunter/jumper horse industry is essential
- Availability to work evenings, weekends, and travel as necessary

### Computer and Office Machine Skills

Has proficient knowledge of Windows operating systems, Microsoft Office Suite, Word and Excel. Ability to effectively use the internet for research. Understanding of basic PC concepts (files, file paths, copying and pasting, deleting and moving files) and common office machinery to include but not limited to adding machine, calculator, telephone, fax, copier, scanner, postal machine.

### Other Requirements

Some travel as well as after hours and weekend work may be required for special projects and events.

### Certificates, Licenses, Registrations

Possess and maintain a valid driver's license with no restrictions.

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms. The employee must frequently lift and/or move items ranging in weight. While performing the duties of this job, the employee is required to travel by air or automobile. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

### Work Environment

The noise level in the work environment is usually moderate.

Please submit cover letter and resume to [employment@ushja.org](mailto:employment@ushja.org).