



## **DIRECTOR OF DEVELOPMENT**

*(Bachelor's degree required)*

### **DESCRIPTION**

The Kentucky Equine Adoption Center (KYEAC), Inc. is a 501 (c)(3) non-profit corporation located in Nicholasville, KY. We are an all-breed equine rescue working to save equines from a variety of situations including abuse, abandonment, neglect, slaughter, or owners who can no longer take care of them. We are dedicated to educating future generations, teaching them responsible equine care. Reporting to the Executive Director (ED), the Development Director (DD) will lead development efforts as KYEAC continues to grow.

### **JOB DUTIES**

- Collaborate with the ED to create a fund development plan which increases revenues to support the strategic direction of the organization.
- Develop and execute KYEAC's annual fundraising plan, including a major gifts program and a planned giving program.
- Research, identify, and develop fundraising opportunities locally and nationally, including private foundation and corporate support.
- Oversee Direct Mail program, track and report performance.
- Oversee all administrative tasks related to development, including donor recognition, database management, and maintenance of online memberships.
- Research, write, track and manage all grant proposals and submittals, 30+ per year
- Create quarterly fundraising newsletters.
- Oversee all special events fundraising, including Hat's Off Day, Movie Nights, Gallop-tine's Day, etc.
- Assist in planning and management of KYEAC's Education program.

### **SKILLS REQUIRED:** Must be able to:

- Embrace KYEAC's mission of rescuing and rehoming equines.
- Possess ease in soliciting financial support and enjoys meeting people.
- Demonstrate excellence in organizational, managerial, and communication skills.
- Work collaboratively with staff members, volunteers, interns, and board members. Be a team player.
- Leave the office and build external relationships.
- Be a self-starter and goal-driven to initiate donor visits and fundraising calls.
- Be organized and follow through on tasks and goals.
- Be positive and flexible, show concern for people and community, and demonstrate presence, self-confidence, common sense, and good listening abilities.

*Our work week is 40 hours and the ability to work weekends and evenings at times is necessary. This opportunity is on-site at our 72-acre farm in Nicholasville.*

**Kentucky Equine Adoption Center, 1713 Catnip Hill Rd, Nicholasville, KY 40356**

**Resumes and cover letters to: [Info@KYEAC.org](mailto:Info@KYEAC.org)**