

Equine Land Conservation Resource (ELCR) Office Coordinator

Position Description

The Office Coordinator is responsible for working with and providing administrative and fundraising support to the ELCR staff and board of directors in fulfillment the organization's strategic vision and strategic work plan. Key areas of position responsibilities include fundraising, administrative office, and program support. The position reports directly to the ELCR executive director.

Areas of Responsibilities:

Fundraising/Development

- Assist with grant applications/reporting as needed
- Manage entry of data in Donor Perfect donor data base, run donor acknowledgement letters and other required reports
- Manage fundraising direct mail appeals and donor fulfillment
- Develop and manage annual fund-raising schedule in cooperation with Executive Director
- Manage annual membership billing and process renewals
- Manage Combined Federal Campaign applications
- Manage State solicitation registrations

Communications

- Coordinate production, printing and mailing of the newsletter with outside vendors
- Produce and distribute monthly e-blasts communications
- Manage social media
- Manage and upload updates of material on website
- Assist with implementation of organization's communication plan as needed
- Assist with production of the organization's annual report

Administrative/financial

- Process incoming/outgoing mail
- Prepare bank deposits
- Process credit card payments
- Assist bookkeeper with monthly reconciliations
- Manage office contracts with outside vendors and IT support
- Provide support for board meetings and other events and programs as needed

- General office administration procedures such as ordering supplies, coordinating leases and repairs on equipment etc.

Program Support

- Assist with telephone inquiries
- Assist with webinars and other educational programming
- Assist with placement of educational articles as needed
- Record technical assistance services in database

Skills & Qualifications: A successful candidate will have the following skills and qualifications.

- Excellent written and verbal communication skills
- Ability to work independently and to manage several projects simultaneously in accordance with a strict timeline and close attention to detail
- Strong Microsoft Office computer skills – demonstrated ability with excel and mail merges
- Strong interpersonal skills and professionalism
- Experience with fundraising appeals
- Experience with Constant Contact donor software management or similar program
- Self-starter that can trouble shot and problem solve with minimal supervision
- Equine background is helpful but not necessary
- Bachelor's degree required

Organization Overview: Equine Land Conservation Resource (ELCR) is a 501C3 not for profit organization located in Lexington Kentucky. To learn more visit www.elcr.org

ELCR Mission

The Equine Land Conservation Resource leads in the protection and conservation of lands for the horse and horse-related activities.

Location: Part time to potential position at the ELCR office - Kentucky Horse Park in Lexington, KY. Some travel may be required.

Salary & Benefits: Salary is competitive and commensurate with experience and includes benefits program. Please send resume and cover letter to: [hgroshek@elcr.org](mailto:h groshek@elcr.org)