



JOB DESCRIPTION

Title/Position: **VP of Development**
Reports to: **President/CEO**
Classification: **Full Time / Exempt**

Inspiration Ranch's mission is to provide hope and improve the lives of those with physical, mental, and emotional challenges through equine-assisted therapy and services. Located on a beautiful 40-acre ranch in Magnolia, Texas, Inspiration Ranch breaks down barriers and celebrates the inclusion of individuals with physical, emotional, and social disabilities. We are a Premiere Accredited Center through the Professional Association of Therapeutic Horsemanship International (PATH Intl.).

Position Description:

The VP of Development is responsible for handling all aspects of strategic fund development and communications as they relate to fundraising success at Inspiration Ranch. The VP of Development is responsible for building a portfolio of major gift prospects and donors from individuals and organizations. Duties include but are not limited to: making personal visits and written solicitations, oversight of Denim & Diamonds Gala sponsorship, hosting special events for donors, editing proposals, grants, and reports, providing timely correspondence, update database notes after donor visits, and initiating meetings for donors and prospects, all to ensure the success of his/her annual fundraising goals. The VP of Development will work closely with the President/CEO and Board of Directors to identify and cultivate current/potential donors as well as oversee stewardship of current donors. The VP of Development needs to be a dynamic and engaging fundraiser who can use effective techniques to articulate clear and compelling cases for supporting Inspiration Ranch and its mission.

Primary Responsibilities:

- Develop and implement a comprehensive strategic gift solicitation plan for the organization
- Manage a full-time grant and development coordinator
- Identify, cultivate, and steward donors and prospects
- Maintain a portfolio of donors and prospects that generate mid-level and major gifts (\$5,000 to six-figure gifts) from a wide range of sources
- Direct the development and execution of fundraising events, coordinating efforts with other departments and volunteers
- Keep timely, accurate, and thorough records of all donor activity in the donor database
- Manage a cost-effective budget and expenses related to fundraising
- Work closely with the Board, CEO, existing donors, and volunteers to identify new donor prospects to increase annual support
- Stay abreast of emerging trends in the fundraising field
- Attend appropriate community meetings, events, and other activities, and make presentations as requested, to help promote the Ranch and build relationships in the community

- Develop appropriate corporate sponsorships for fundraising events
- Participate in community events
- Lead on tours of the ranch to prospective donors
- Create monthly management status reports, including donor activity, prospective donor communications, community relations, social media stats, and other reports as requested by the President/CEO
- Provide appropriate support to the Development Committee, board members, and other community partners, as needed to carry out the committee's functions and cultivate board engagement
- Attend weekly Leadership Team meetings
- Attend monthly Board Meetings
- Perform any duties and support functions as directed by the President/CEO

Qualifications:

- The VP Of Development will be. Fundraising professional with demonstrated experience cultivating and soliciting high-level prospects and donors. The person will also bring the following qualifications:
 - At least 5 years of managing high-level strategic donor relationships is preferred
 - An entrepreneurial self-starter with experience building new relationships while managing competing deadlines and attaining goals
 - Experience in budget analysis and planning
 - Strong communication skills with a persuasive ability, including strong written, verbal, and presentation skills that can articulate compelling reasons for supporting Inspiration Ranch
 - Ability to attend fundraising activities on evenings and weekends
 - Ability to maintain confidentiality

Reporting Relationships:

The position reports to the President/CEO. Key peer relationships working with the Leadership Team, Development Committee, and Board of Directors.

Working Conditions and Requirements:

- Team player willing to work with staff and volunteers in a collaborative environment.
- Salary: Exempt position. Range is \$80,000 - \$100,000

Position details:

- The position is part of the management team
- Generous holiday schedule, paid time off, and personal/sick leave policy
- Benefits include Vision, Dental, Life and Health Insurance
- Retirement Program

How to apply: Please send cover letter and resume to info@inspirationranch.org

This job description is not designed to encompass all activities, duties, responsibilities, or skills that are required of the individual. Other duties than those listed herein may be assigned.