

Development Manager **Job Description**

JoyRide Center, Inc.
29550 Tudor Way
Magnolia, TX 77355
281-356-5900
Fax 281-356-5901
www.joyridecenter.org



Job Goal:

Support JoyRide Center's mission and values by managing and implementing all aspects of fundraising including successful grant writing to foundations for JoyRide Center.

This is a full-time, exempt, salaried position. The schedule will vary with the timing of the fundraising efforts.

Qualifications:

Education: Bachelor's degree in business, non-profit management/development, or equivalent experience in non-profit fundraising/grant writing/event planning

Certification: None

Licensure: None

Experience:

1. Experience in successful grant writing with foundations, local churches, and other large organizations.
2. Experience planning and running special events.
3. Experience working with electronic and print media.
4. Public speaking experience.
5. Experience with Salesforce or other CRM programs/donor databases.

Special Knowledge and Skills:

1. Proficient in Microsoft Office (Word, Excel, PowerPoint, Publisher) and Google Drive.
2. Ability to work well without direct supervision.
3. Highly organized, detail-oriented, and creative.
4. Excellent writing skills.
5. Believe in, support, and be able to promote the mission and vision of JoyRide.

Major Responsibilities:

Fundraising: Develop and implement a yearly fundraising plan for the organization to meet the financial requirements in the annual budget, including, but not limited to:

Grant Writing: Research, write and develop all grant proposals.

Special Events: Annual golf tournament & jamboree

- Coordinate all aspects of 2 major fundraisers, and smaller social events annually

Donations: Lead the effort to leverage existing donors and grow our donor base

- Generate, track, and acknowledge donations.

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Additional Responsibilities:

1. Work in at least one class per week, serving as horse handler (if appropriate) or sidewalker
2. Work closely with other Managers to coordinate, implement, and educate about fundraising activities
3. Prepare reports for and attend all staff meetings
4. Prepare reports for and attend the quarterly Board of Director meetings
5. Interact with all staff, volunteers, clients, and board members in a manner that reflects respect, integrity, and transparency.
6. Maintain confidentiality with regard to information about clients, staff, volunteers and internal issues related to JoyRide Center

Supervision/Personnel Management:

None

Physical Demands/Environmental Factors/Mental Demands:

Occasional bending/stooping, pushing/pulling, twisting, and light lifting; prolonged seated position; possible frequent interruptions; maintain emotional control under pressure; possible higher exposure to dust and dirt

Reports to: Executive Director
