



FOR IMMEDIATE HIRE

Job Title: **Director of Resource Development**
Interscholastic Equestrian Association (IEA)
PO Box 809 Chagrin Falls, OH 44022

Position Overview:

The **Interscholastic Equestrian Association (IEA)** is seeking an energetic and enthusiastic equestrian to lead a new department of Resource Development. The department will focus on two main purposes: 1) Sponsorship Expansion and 2) Donor Cultivation & Development-effectively increasing the external relationships and support of the IEA in and around the Equine Industry.

About the Organization:

The **IEA** is a national non-profit organization formed in 2002 to promote and improve the quality of equestrian competition, instruction, and opportunities available to middle and high school riders across the United States. IEA utilizes a draw-based competition format whereby riders do not need to own their own horse to participate and, instead, are given a random draw (catch-ride) mount for each competition. Riders come from public and private schools and barn teams and compete as individuals and as a team. IEA has approximately 14,000 members nationwide and a strong presence in the equestrian community.

The IEA has two main office locations: Westerville, Ohio (Marketing and Communications) and Wakefield, MA (Membership). Approximately half of the staff work remotely to cover IEA presence in nearly all 50 states. Approximately 28 full and part-time staff and regular contractors comprise the organization.

Professional Qualifications:

Education:

- Minimum **Bachelor's Degree** in either marketing, business, communications, advertising, equestrian studies, non-profit management, or similar.
- Minimum of **FIVE years in a leadership position** with fundraising and/or sponsorship sales and marketing-preferably in the equine, agriculture, or youth sports industries.
- Knowledge of and/or experience with **equestrian sport** (Hunt Seat, Western, or Dressage) is required. Familiarity and/or experience with IEA, Collegiate Equestrian organizations, or other Equine Associations is preferred.

Skills/Knowledge/Competencies

- Comfort and confidence in cultivating donors and sponsors from initiation through contract implementation.
- Experience in communication via email, text, phone, Constant Contact (*or similar program*) and Google Drive.
- Strategic planning in sales and development, and related tracking and reporting.
- Ability to assist in design of related sales and development materials, including annual fund communications and sponsorship catalogue.
- Working knowledge of set up and implementation of sponsor and donor data management programs. Experience with Salesforce program is preferred.
- Willing to travel to meet with donors and sponsors
- Experience in event planning/event coordination.
- Ability to self-monitor and complete duties as assigned.

Supervisor:

IEA Executive Director

General Job Information:

- This is a full-time salaried position with an expectation of 35 hours per week (average). This position can work remotely and flextime can be coordinated through supervisor.
- Full-time employees are eligible for benefits as outlined in the IEA Employee Handbook including participation in the IEA's 403B savings plan and Health Savings Account.

Responsibilities:

Below are the primary duties/responsibilities for the Director of Resource Development:

- **Initiating contacts and meetings** with potential donors and major sponsors.
- Coordinate with Director of Marketing & Communications and Equine Sales Representative to create **Sponsor Catalog** and pricing structures.
- Plan **annual fundraising campaign** and related communications.
- Oversee initial set up of related **tracking and database systems** to effectively track and report prospects, contacts, and agreements.
- **Weekly meetings** with Supervisor. Additional meetings as needed with other IEA Staff, Departments and Board of Directors.
- Oversee direct reports (currently Equine Sales Representative and a shared part-time assistant). Willingness to **grow and expand this department** to include additional support staff, fundraising, and sales representatives.
- Pursue appropriate **grant applications** and opportunities
- Establish and coordinate a **Volunteer Philanthropic Committee** to assist in steering and expanding fundraising efforts
- Maintain a weekly online task report
- **Attend events** including equine industry meetings, exposition events, and IEA National Finals.
- **General Office administration** – Typing and mailing letters, contracts, and other correspondence.
- Ability to negotiate, write and finalize contracts related to sponsorship agreements
- Oversee **donor acknowledgement and appreciation** programs
- Other related duties as assigned.

To Apply:

Please send **resume** and **letter of interest** by **July 15, 2022** as follows:

Roxane Durant
IEA Co-founder and Executive Director
Roxane@rideiea.org

Please Note: All hires must possess a valid drivers' license and must pass a background check.