



## **Administrative and Donor Relations Coordinator Job Description**

**Job Title:** Administrative and Donor Relations Coordinator

**Reports to:** Executive Director

**Days and Hours:** Approximately 28 hours per week, generally Tuesday through Friday. Some evening and weekend hours may be required to support special events, donor activities, and organizational functions. This position is designed to provide meaningful support across multiple areas of the organization and offers potential for expanded responsibilities and increased hours for the right candidate.

**Objective:** The Administrative and Donor Relations Coordinator provides administrative, operational, donor relations, and organizational support to Southern Reins Center for Equine Therapy. Working closely with the Executive Director, this position assists with donor stewardship, communications, special events, participant and volunteer engagement, facility and administrative projects, and day-to-day organizational needs. The ideal candidate is highly organized, proactive, resourceful, and adaptable, with a willingness to support a wide variety of responsibilities while helping advance the mission and impact of Southern Reins.

### **Qualifications:**

- 21 years of age or older.
- Associate's degree or Bachelor's degree preferred in business, nonprofit management, communications, marketing, public relations, hospitality, office administration, or a related field; equivalent professional experience will be considered.
- Experience in administrative support, office management, customer service, donor relations, event coordination, nonprofit administration, communications, or a related field preferred.
- Exceptional organizational skills with the ability to manage multiple projects, deadlines, and priorities simultaneously.
- Strong verbal and written communication skills with the ability to communicate professionally and effectively with donors, volunteers, participants, families, board members, vendors, and community partners.
- Excellent attention to detail, accuracy, follow-through, and problem-solving skills.
- Demonstrated ability to work independently, take initiative, and adapt to changing priorities in a fast-paced environment.
- High degree of professionalism, discretion, and confidentiality when handling donor information, financial records, organizational documents, and sensitive matters.
- Strong customer service and interpersonal skills with a friendly, positive, and welcoming demeanor.
- Ability to build and maintain positive relationships with donors, volunteers, board members, participants, families, community partners, and visitors.
- Resourceful and willing to assist with a wide variety of projects and responsibilities as organizational needs evolve.
- Experience coordinating projects, events, schedules, vendors, or administrative processes preferred.
- Proficiency with Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook.
- Experience with donor databases, CRM systems, QuickBooks, bookkeeping, financial recordkeeping, Canva, social media platforms, website management tools, or similar software preferred.
- Photography, videography, graphic design, content creation, or marketing experience is a plus but not required.
- Professional in appearance and conduct, with the ability to work effectively both independently and as part of a small team.
- Demonstrated initiative, sound judgment, reliability, and a willingness to learn and grow professionally.
- Must have reliable transportation and a valid driver's license.

## **Responsibilities:**

### **Administrative and Executive Support**

- Provide administrative support to the Executive Director.
- Prepare reports, presentations, agendas, meeting materials, correspondence, and organizational documents.
- Manage communications, correspondence, scheduling support, and follow-up on action items.
- Support board and committee administrative needs.
- Maintain files, records, databases, and organizational documents.
- Assist with special projects and organizational initiatives as assigned.
- Coordinate vendor communications and obtain quotes for facility, maintenance, equipment, and service-related projects.
- Assist with purchasing, inventory management, and other operational needs.

### **Donor Relations and Fundraising Support**

- Maintain and update donor records to ensure constituent information remains accurate and current.
- Research prospective donors, sponsors, foundations, and community partners.
- Draft donor acknowledgment letters, thank-you notes, stewardship communications, sponsorship correspondence, and other donor-related communications.
- Assist with sponsorship fulfillment and donor recognition efforts.
- Support fundraising campaigns, donor cultivation activities, annual appeals, sponsorship opportunities, and stewardship initiatives.
- Help coordinate donor visits, tours, meetings, and engagement opportunities.
- Assist with special events and fundraising activities throughout the year.

### **Communications and Content Support**

- Assist with the development of print, digital, email, video, and social media content.
- Capture photographs and video of participants, volunteers, horses, programs, special events, and donor activities.
- Assist with storytelling initiatives that highlight participant achievements, donor impact, volunteer involvement, and organizational accomplishments.
- Support content creation for fundraising campaigns, annual appeals, sponsorship opportunities, special events, newsletters, annual reports, and donor communications.
- Assist with website updates, email marketing, presentations, and promotional materials.
- Collaborate with staff on communications and marketing initiatives that increase awareness and support for Southern Reins.

### **Visitor and Community Relations**

- Conduct tours of the farm for prospective donors, sponsors, volunteers, and community guests as needed.
- Serve as a welcoming ambassador for Southern Reins and confidently communicate the organization's mission, programs, and impact.
- Build positive relationships with donors, volunteers, participants, families, community partners, vendors, and visitors.

### **Operations and Organizational Support**

- Assist with event planning, logistics, and implementation for fundraising, stewardship, volunteer, and community events.
- Coordinate participant, donor, volunteer, and event materials, mailings, and packages.
- Assist with bookkeeping, financial recordkeeping, QuickBooks functions, and financial administration as experience and organizational needs allow.
- Support cross-functional projects and provide assistance wherever needed to help ensure the successful operation of Southern Reins.
- Demonstrate flexibility, initiative, and a willingness to assist with a wide variety of projects and responsibilities as organizational needs evolve.

**Professional Growth Opportunity**

Southern Reins is committed to investing in talented team members who demonstrate initiative, creativity, professionalism, and a passion for our mission. Working directly with the Executive Director, the Administrative and Donor Relations Coordinator will gain meaningful experience in nonprofit leadership, communications, fundraising, donor stewardship, special events, and organizational management. As Southern Reins continues to grow, there is potential for increased responsibility, expanded duties, and future advancement opportunities. For the right candidate, this position may evolve into a full-time role and serve as a pathway to leadership positions in communications, development, donor relations, or nonprofit management.