



Job Description

Development Manager – NSBA Foundation

Reports to: Executive Director

Full time position in Weatherford, Texas

The NSBA (National Snaffle Bit Association) Foundation began more than ten years ago to provide support to the horse community. The Foundation's mission is to enhance the well-being of the show horse community through various charitable programs that benefit horse people, horses and the relationships they create. We provide charitable programs that align with the five core pillars of work: Animal Welfare, Crisis Fund, Education, Equestrians with Disabilities, and Champion Fund.

We are looking for a full-time Development Manager to join our team. This position will report directly to our Executive Director supporting the foundation's fundraising initiatives to raise \$1,000,000 annually.

Description

The Development Manager plays a key role in driving the Foundation's fundraising effort to support its mission and ensures long-term sustainability. This position is responsible for designing and implementing fundraising strategies, cultivating donor relationships, securing grants and expanding revenue streams through individual, corporate partnerships and special events. The ideal candidate is a motivated professional with proven fundraising experience and a passion for building meaningful partnerships.

Key Responsibilities

Develop and implement a comprehensive fundraising strategy aligned with the organization's mission and objectives that includes major gifts, individual giving, corporate partnerships, grants, special events and planned giving.

Build and steward relationships with current and prospective donors, major gift prospects, foundations, and corporate partners through personalized outreach, cultivation, solicitation, and recognition.

Identify, research, and write compelling grant proposals and reports to foundations and government funders.

Manage donor database ensuring accurate records, timely acknowledgments, and effective moves management for donor cultivation.

Work closely with the communications team to develop compelling fundraising campaigns, messaging, and materials.

Represent the NSBA Foundation at horse shows, industry events, and community gatherings.

Recruit and support fundraising volunteers and committees.

Manage the Foundation's development budget (approximately \$1,000,000 annually) and supervise development-related vendors as needed.



Qualifications

- Bachelor's degree required
- 3–5 years of development experience
- Demonstrated success meeting fundraising goals and managing donor relationships
- Excellent written, verbal, and presentation skills
- Strong organizational, project management, and strategic planning abilities
- Experience with donor databases, digital fundraising tools, and Microsoft Office

Personal Attributes

- Passion for the mission of the NSBA Foundation
- Professional, ethical, and highly dependable
- Collaborative and relationship-oriented, with the ability to work effectively with staff, board members, donors, and volunteers
- Self-motivated with the ability to manage multiple priorities in a dynamic environment

Additional Requirements

Valid driver's license required

Ability to work a flexible schedule, including occasional evenings, weekends, and event-related travel

Attend NSBA World Championship Show two weeks annually in August

Attendance at required staff meetings and Foundation events

Physical and Work Environment Requirements

Ability to work in both office and event/horse-show environments with moderate noise and varying temperatures

Lift and carry up to 30–50 pounds as needed (event materials, displays, supplies)

Regular use of computers, phones, and office equipment

Ability to sit, stand, walk, bend, and move between event locations as needed

Maintain regular and punctual attendance

Benefits

401K + company match

Insurance

2 weeks PTO + 9 Federal holidays

Off between Christmas and New Years

The Development Manager will play a key role in advancing the NSBA Foundation's impact by building lasting partnerships and securing the resources needed to support programs that benefit the equestrian community.

To Learn More: www.nsba.com/about-the-foundation

Submit resume and cover letter to: office@nsba.com

Salary Range: \$60,000 - \$90,000 commensurate with experience