



Job Description

Development Manager – NSBA Foundation

Reports to: Executive Director

Full time, hybrid position in Weatherford, Texas (25 minutes from downtown Fort Worth)

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, and expanding revenue streams. 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 through individual visits, direct mail, and special events.

Build and steward relationships with current and prospective donors through personalized outreach, cultivation, solicitation, and recognition with the Executive Director.

Ensure accurate records, timely acknowledgments, and effective moves management for donor cultivation with administrative staff.

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

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

Work closely with the Board of Directors on fundraising strategies and outreach efforts.

Qualifications

- Bachelor's degree preferred
- 3–5 years of development, or commensurate, experience
- Demonstrated success meeting fundraising goals and managing 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
- Equine knowledge is preferred, but not required



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 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

Opportunities for professional mentorship and development

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

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

Salary Range: \$60,000 - \$80,000 commensurate with relevant experience

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. Works closely with NSBA staff to accomplish mission.

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.