JOB DESCRIPTION

Fundraising and Community Outreach Coordinator

Organization: Gaitway Therapeutic Horsemanship
Job Title: Fundraising and Community Outreach Coordinator
Employment Classification: Full-Time Employee
Reports To: Executive Director/Board of Directors.
Contact: Eve Gonzalez, Chairman of the Board, ekcf54@gmail.com, 225-505-6161
Compensation: Salary to be negotiated based upon experience (up to $60,000)
Work Schedule: Full-time; schedule may include occasional evenings and weekends for events
URL: https://www.gaitway.org/fundraising-and-community-outreach-coordinator

POSITION SUMMARY

The Fundraising and Community Outreach Coordinator develops and carries out fundraising and outreach activities that support GaitWay Therapeutic Horsemanship, which provides equine-assisted services through therapeutic riding lessons led by PATH Intl.-certified instructors. The coordinator secures financial support, builds donor and community relationships, promotes the organization's mission, and helps strengthen its long-term sustainability.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Fundraising and Campaigns

- Develop and manage an annual fundraising plan with clear goals, timelines, and strategies for individual giving, recurring donations, major gifts, corporate support, Giving Tuesday, and other funding opportunities.
- Plan and manage fundraising events, including budgets, timelines, logistics, vendors, volunteers, sponsorships, donated goods, and follow-up evaluation.
- Goal of raising $200,000 + across all fundraising campaigns.

2. Grants and Funding Proposals

- Research suitable grant opportunities; prepare and submit proposals, letters of inquiry, budgets, and supporting materials in collaboration with organizational leadership.
- Track deadlines, applications, awards, restrictions, renewals, and required progress or final reports; maintain organized grant records and pursue recurring and multi-year funding.

4. Donor Relations, Outreach, and Communications

- Maintain accurate donor, sponsor, and prospect records; coordinate timely acknowledgments, receipts, recognition, and follow-up to encourage continued support.
- Promote the organization's mission and programs through community events, presentations, newsletters, email, social media, website updates, press releases, and other appropriate materials.
- Build relationships with donors, businesses, foundations, civic groups, schools, healthcare and disability-service organizations, and other community partners to expand support and participation

5. Administration and Reporting

- Maintain a coordinated calendar of fundraising campaigns, events, grant deadlines, and donor communications; track revenue, expenses, commitments, and progress toward goals.

- Provide regular updates to the Executive Director/Board of Directors, protect confidential information, follow applicable laws and organizational policies, and maintain records and procedures that support continuity.

QUALIFICATIONS

- Experience in nonprofit fundraising, grant writing, donor relations, event coordination, community outreach, marketing, or a related field.
- Strong writing, communication, relationship-building, organization, project-management, and time-management skills.
- Ability to manage multiple priorities, meet deadlines, work independently, and collaborate with staff, volunteers, and board members.
- Comfort with office software, online research, donor databases, digital fundraising, email marketing, and social media tools.

PERFORMANCE EXPECTATIONS

Performance will be assessed through progress toward board-approved and agreed-upon fundraising goals; grant submissions and funding secured; effective delivery of campaigns and events; growth in donor, sponsor, and community engagement; accurate records and timely reports; and quality of donor stewardship and communications. Because awards and donations may depend on factors beyond the employee's control, evaluation should consider both results and the quality and completion of planned activities.