



### **Background**

We are Colorado Horse Rescue, a 501(c)(3) nonprofit organization working continuously to reimagine what's possible and create a reality where safe solutions exist for every horse. We are advocates and strategists. Thinkers and doers. A passionate team with full hearts, helping hands and the vision to rescue horses in Colorado and beyond. For more information about CHR's programs, services, and activities, visit [www.chr.org](http://www.chr.org).

### **Primary Role**

As an enthusiastic Donor Relations Associate, you will develop and maintain relationships with donors and our larger CHR community while supporting all fundraising activities. You will work closely with the Development Director to develop creative ways to increase CHR's fundraising and execute new ideas to engage new donors and deepen existing relationships.

You are an integral part of furthering our mission by cultivating donor engagement and are responsible for oversight of the horse sponsorship program. The Donor Relations Associate will carry a portfolio of donors with responsibility for all aspects including identifying, cultivating, soliciting, and stewardship.

As the primary point of communication with the broader CHR community you will be responsible for developing communication plans that engage new donors and provide ongoing stewardship. Donor stewardship will include managing the email content calendar and execution, providing donor tours, and executing small donor appreciation events. The Donor Relations Associate will work closely with the Development Director to create an email segmentation strategy and map unique donor journeys.

### **Core Responsibilities**

- Manage and grow a portfolio of donors by building personal relationships with new and existing donors, recurring monthly donors, and horse sponsors
- Track donor engagement in CRM system and collaborate with Database Manager to screen, identify and cultivate high potential donor prospects
- Provide regular tours of CHR to engage people with our mission. Coordinate and supervise horse sponsor visits where sponsors spend one on one time with their sponsor horse
- Collaborate with the Development Team on the execution of direct mail appeals and Colorado Gives Day
- Support Development Manager in the execution of Mane Event Gala and PEAK Training Challenge
- Develop and execute small donor appreciation events
- Write impact content for donor thank you notes and regular donor correspondence
- Maintain a sound knowledge and understanding of CHR's mission, goals, programs, target population, and vision.

### **Common CHR Team Responsibilities**

All CHR team members have these common responsibilities:

- Understand and incorporate CHR's mission, goals, and brand in all outreach

- Effectively represent CHR to relevant partners and the community to increase awareness, referrals, and contributions
- Serve as an advocate for CHR before stakeholders, partners, and the general public
- Understand the needs of CHR programs and seek to meet those needs by securing resources and partnerships with other agencies, nonprofits, and community partners

## **Requirements**

A successful Donor Relations Associate is creative, open to implementing new ideas, a problem-solver, and detail-oriented with above-average organizational skills as well as strong verbal and stellar written communication skills. You should work naturally within a team environment as well as possess strong project management skills and the ability to work with little supervision.

- Ability to create strong interpersonal connections with individuals, building upon relationships with the goal of fully engaging donors, partners, and the community
- Strong cultivation skills – communicating with donors and sponsors to maintain strong relationships and ensure retention and growth in giving
- Understanding of professional fundraising ethics and codes of conduct and the ability to maintain privacy and confidentiality of constituent information
- Excellent verbal and written communication skills, strong interpersonal skills with the ability to work collaboratively across all levels
- Analytical skills to work with data to create reports to show the effectiveness of current and past engagement efforts
- Team player who actively supports, encourages and communicates with the team
- Technically skilled with Microsoft Office suite and a working knowledge of Raiser's Edge and/or management of relationship management database tools
- Proficient at articulating CHR's message and mission at the highest levels
- Preferred 3-5 years of progressive experience in fundraising/sales roles
- Bachelor's degree preferred

## **Salary**

The Donor Relations Associate position is 40 hours a week. This is a non-exempt position with a calculated salary range of \$53,651 to \$58,787, commensurate with experience. CHR has a robust compensation system ensuring fairness and consistency across the organization, and we do not negotiate salaries.

## **Benefits**

In order to recruit and retain the best talent, CHR offers the following benefits:

- This position is eligible for CHR's bonus program, up to 5% of salary. Bonuses are not guaranteed and are subject to change depending on the organization's overall progress towards goals and the fiscal responsibility of the organization.
- Platinum health, dental, and vision insurance for \$198 per month.
- We encourage employees to participate in our matching simple IRA program
- Staff are covered by CHR's short-term disability insurance
- CHR's flexible vacation policy allows employees to take as much leave as they need. Employees need time to rest and enjoy themselves outside work. Eliminating the cap on this important personal time helps our effort to achieve high levels of team satisfaction and productivity.

## **Work Environment**

Comfortable working in an office setting, touring the ranch, and hosting interactions with horses. You must be comfortable working independently with horses (non-riding, basic horsemanship). The employee will interact with staff, consultants, and outside vendors, therefore he/she may be subjected to interruptions throughout the workday. The position will require flexibility to meet with current and prospective donors on early mornings, evenings, and weekends, as needed. Occasional travel locally and regionally can be expected.

## **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The ability to walk, stand and host community members outside in all types of weather as well as the ability to sit for sustained periods of time. The vision requirement includes close vision.

## **EEO Statement**

At Colorado Horse Rescue, we don't just accept difference — we celebrate it, we support it, and we thrive on it for the benefit of our employees, our services, and our community. CHR is proud to be an equal opportunity workplace. We celebrate diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by law. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

## **Application Process**

All applications must be submitted on the CHR website at: [We're Hiring at CHR - Colorado Horse Rescue](#)