



Job Title: Part-Time Fund Development Manager

Organization: Summit Equestrian Center

Reports To: Executive Director

Location: Fort Wayne, IN (Hybrid flexibility possible)

Hours: Part-Time (15–25 hours per week)

About Summit Equestrian Center

Summit Equestrian Center is a nonprofit organization dedicated to empowering individuals of all abilities through equine-assisted services, including therapeutic riding, adaptive horsemanship, and veteran programs. Our mission is to foster growth, confidence, and healing through the unique connection between humans and horses.

Position Overview

The Fund Development Manager will play a key role in advancing Summit Equestrian Center's mission by supporting and executing the organization's fundraising strategy. This role focuses on donor engagement, grant support, fundraising events, and campaign coordination. The ideal candidate is detail-oriented, personable, and passionate about community impact and relationship-building.

Key Responsibilities

Fundraising & Donor Development

- Support implementation of Summit's annual fundraising plan and strategies.
- Manage and grow individual, corporate, and foundation donor relationships.
- Maintain donor database (e.g., tracking donations, pledges, and acknowledgments).
- Prepare donor communications, appeal letters, and stewardship materials.
- Assist in developing sponsorship packages and donor recognition programs.

Grant Support

- Research prospective grants and funding opportunities aligned with Summit's programs.
- Support the preparation and submission of grant proposals and reports.
- Track grant deadlines, deliverables, and reporting requirements.

Events & Campaigns

- Coordinate logistics and support for fundraising events and campaigns.
- Work with vendors, volunteers, and staff to ensure successful event execution.
- Assist in marketing and promotion of fundraising activities across social media, email, and community channels.



Administrative & Reporting

- Track and analyze fundraising progress toward goals.
- Maintain accurate and organized development records.
- Provide regular reports to the Executive Director and Board on development activities.

Results Expected to Be Achieved in This Role

1. Growth in Donor Engagement and Contributions

The Fund Development Manager is expected to expand and strengthen donor relationships, including individual, corporate, and foundation supporters. Success would be measured by:

- An increase in donor retention and acquisition.
- Growth in total donations or pledged commitments.

2. Improved Grant Funding Outcomes

The manager is responsible for supporting research, writing, and tracking of grant proposals. Expected outcomes include:

- Securing new grant awards aligned with Summit's programs.
- Maintaining an organized grant calendar and timely submission of proposals and reports.
- Increasing the organization's overall grant success rate.

3. Accurate and Insightful Development Reporting

Consistent reporting and data management are central to the role. Expected achievements include:

- Accurate tracking of fundraising metrics and donor data within the database.
- Delivery of regular progress reports to the Executive Director and Board.
- Use of data insights to inform strategic fundraising decisions and adjustments.

Qualifications

- Associate's or Bachelor's degree in communications, nonprofit management, marketing, or related field preferred.
- 1–3 years of experience in fundraising, development, marketing, or event planning (nonprofit experience a plus).
- Strong written and verbal communication skills.



- Proficiency with donor databases (e.g., Bloomerang, DonorPerfect, etc.) and Microsoft Office Suite.
- Detail-oriented with excellent organizational and time management skills.
- Passion for Summit Equestrian Center’s mission and comfort working around horses.

Compensation

- Hourly rate: \$20–\$25/hour, commensurate with experience.
- Flexible scheduling: hybrid work options may be available.

How to Apply

Submit a resume, cover letter, and two professional references to **info@summitequestriancenter.org** with the subject line *“Fund Development Manager Application – [Your Name]”*.