



**Gallop  
NYC**  
Changing the Lives of New Yorkers with Disabilities

## JOB DESCRIPTION

### Director of Development

Job Title	<b>Director of Development</b>
Organization Overview	<ul style="list-style-type: none"> <li>• GallopNYC uses Therapeutic Horsemanship to help riders walk, talk, and learn, inspiring each one to live life as fully, productively, and independently as possible.</li> <li>• GallopNYC’s strategic plan is to become a premier therapeutic horseback riding center serving a significant proportion of people with disabilities and special needs, including veterans and at-risk youth, in New York City.</li> <li>• GallopNYC recently acquired two of its own full-time barns (Queens), and in addition, provides program at two other sites (Brooklyn &amp; The Bronx). As our fundraising matures, it will be critical that this person builds on the momentum of this growth to achieve GallopNYC’s plan, building on our solid record of accomplishments.</li> </ul>
Role Summary & Purpose	<ul style="list-style-type: none"> <li>• Continue to build financial stability for GallopNYC and its growth by developing and executing our fundraising plans with an eye on major giving and corporate support.</li> <li>• Grow and shape the development team, and continue to develop GallopNYC into a thriving NYC institution.</li> <li>• Build philanthropic support to ensure a majority of our programs can be made available without regard to need, and to support strong staff, research, and program innovation.</li> <li>• Build a Capital fundraising program for future site acquisition.</li> </ul>
Qualifications and Preferred Experience	<ul style="list-style-type: none"> <li>• Horsemanship, therapeutic horsemanship, health, and/or disability background a plus</li> <li>• BA/BS required</li> <li>• 5-8 years fundraising experience with proven track record of success, major gifts experience preferred</li> <li>• Experience as a liaison with one or more Boards of Directors</li> <li>• Excellent written and oral communication skills</li> <li>• Proficiency in Microsoft Office Suite, Google Apps, and Salesforce</li> </ul>

Responsibilities	<ul style="list-style-type: none"> <li>• Planning, budgeting, and executing annual development plans with measurable goals</li> <li>• Major gift solicitation, corporate funding solicitation, donor cultivation, event management (in collaboration with an event planner), and managing foundation grants (in collaboration with a grant writer).</li> <li>• Working closely with the Executive Director to plan and execute all aspects of role</li> <li>• Collaborate with department heads of Finance &amp; Operations, Program, Barn Management, and Volunteer Management for all aspects of development</li> </ul>
Leadership Pillars and Competencies	<ul style="list-style-type: none"> <li>• Maintain an environment of professional, safe, and appropriate behavior at all times</li> <li>• Demonstrate initiative, organization, and commitment to excellence</li> <li>• Able to work independently and be accountable to fundraising goals, yet be able to collaborate with peers</li> <li>• Above average organizational skills and attention to detail</li> <li>• Committed to helping people and horses through therapeutic horsemanship</li> <li>• Understands GallopNYC's strategic growth plans</li> </ul>
Role Details	<p>Full time, Salaried, Exempt  Posting Date:  Hiring Manager: Executive Director  Reports To: Executive Director  Ex Officio member of Board Fundraising Committee and Rising Professionals Group</p>

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.