

Job Title: Sponsorship & Donor Relations Coordinator
Reports To: Director of Sponsorship & Donor Relations
FSLA Status: Exempt
Date: February 24, 2025
Grade: 9

Summary

The U.S. Hunter Jumper Association (USHJA) is a 44,000-member not-for-profit organization located in Lexington, KY, organized to support the equestrian English riding disciplines of Hunters, Jumpers, and Equitation. The USHJA's mission is to unify and represent equestrian sport's hunter and jumper disciplines through education, recognition, and sports programs.

USHJA is Kentucky's Best Place to Work Awardee and seeks a highly motivated, organized, and team-oriented individual to join the USHJA team.

The Sponsorship & Donor Relations Coordinator will coordinate donors and support the work of the USHJA Sponsorship and Donor Relations Department. This individual must have strong event coordinating and organization skills and thrives in an environment where developing and maintaining strong professional business relationships with sponsors and donors is essential.

Essential Duties and Responsibilities include but are not limited to the following:

- Coordinate and support for fulfillment of deliverables for sponsors and donors
- Support department mailing needs in such areas as sponsor awards, thank you letters, and donor and sponsor gifts
- Support the management of sponsor product inventory
- Coordinate and implement Association and Foundation grants and scholarships
- Support the management of donor database and issue appropriate routine correspondence
- Send out tax letters to program and foundation donors
- Manage Foundation related communications, including website updates, articles, and other communications
- Monitor web pages content to ensure sponsor and donor mentions are current and submit work orders for correction
- Work closely with other USHJA departments: Finance, Marketing, Graphic Design, Awards/Merchandise, Sport, and Education
- Track all donor and sponsor invoices and payments

- Oversee all in-kind aspects of sponsor agreements including tracking of products and reporting to accounting.
- Coordinate onsite needs for association and sponsors.
- Approve all communications sent out by the association to ensure branding and sponsors.

Competencies:

To perform this job successfully, an individual *must have demonstrated experience* in the following competencies and **must be able to perform** each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Strong Attention to Detail: Able to follow detailed procedures and ensure accuracy in documentation and data; concentrate on routine work details; is thorough in accomplishing a task through concern for all areas involved, no matter how small.

Planning/Organizing: Prioritizes and plans work activities; manages multiple priorities in the fast-paced environment; plans for additional resources and works within assigned budget; meets deadlines; able to work independently. Must possess strong organizational, analytical and interpersonal skills.

Continuous Learner: You are always seeking to know more and looking for ways to improve your work.

Collaborator: You like working with others and believe that the best results come from shared investment and buy-in across all team levels.

Analytical and Creative: You combine analysis with innovation and love diving into data to surface key insights and then use those to improve results and innovate performance.

Discretion/Diplomacy & Integrity: Must be committed to high professional, ethical standards; able to act with confidentiality and manage sensitive information.

Teamwork: Balances team and individual responsibilities; gives and welcomes feedback; supports everyone's efforts to succeed. Must possess a collaborative management style.

Adaptability/Flexibility: Able to adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation. Able to deal with frequent changes, delays, or unexpected events. Ability to consider situations from several points of view.

Organizational Support: Able to follow policies and procedures; complete tasks correctly and on-time; support organization's goals and values. Able to demonstrate accuracy and thoroughness. Support and follow management's direction.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill, and/or ability required.

Education & Required Skills

- Bachelor's or related level degree preferred and/or 4 +years of customer service, sponsorship, and event management preferably in a non-profit environment.
- Excellent skills in office technology needs and capacity to quickly learn new systems. Microsoft office skills a must.
- Excellent verbal and written communication skills and demonstrate analytical abilities.
- Comfortable behind the scenes, supporting people in the spotlight; thrives on helping others be their best selves and anticipating their needs before they are spoken.
- Must be people oriented and able to communicate with a range of personality types and age groups.
- Excels at building relationships, teams and networks, and negotiating and influencing others to achieve outcomes.
- Strategic thinker with ability to think ahead and catch problems before they arise.
- Resourceful and adaptable in high stress situations with the ability to maintain professionalism and decorum.

Physical Demands: 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. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel, and talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, depth. perception and ability to adjust focus.

Work Environment: The noise level in the work environment is usually moderate.

Travel: 2-4 multi-day trips a year with an additional 2-4 multi day events over weekends and possible holidays locally.