

<b>FAST Foundation for the Advancement and Support of the Tennessee Walking Show Horse.</b>	<b>Foundation Profile:</b> FAST (Foundation for the Advancement and Support of the Tennessee Walking Show Horse) is a not for profit 501c(3) dedicated to the support and preservation of the Tennessee Walking Horse, specifically for the long term sustainability of the show horse.		
<b>Job Title:</b>	Director of Advancement	<b>Reports to:</b>	FAST Executive Committee
<b>Job Classification:</b>	12 month, FT	<b>Immediate Supervisor(s):</b>	Executive Committee
Job Description: This position will oversee all programming, grant making and fundraising on behalf of the Foundation as directed by the Board.			
<b>Primary Responsibilities</b> <ul style="list-style-type: none"> <li>• Works with the Board of Directors to create, monitor and report on goals and objectives of the Foundation</li> <li>• Will lead the foundation to establish a long-term strategic plan.</li> <li>• Organizes and oversees board meetings either in person or by conference call. Will regularly communicate with the Board.</li> <li>• Establishes an annual operating budget in keeping with the direction of the Board.</li> <li>• Coordinates, organizes and executes the fundraising initiatives of the Foundation at the direction of the Board and in keeping with the Foundation's annual operating goals and objectives.</li> <li>• Coordinates, organizes and executes the foundation's annual show(s) and serves as its show chairman/chairwoman unless otherwise directed by the Board.</li> <li>• Leads the foundations efforts to stay apprised of local, state or national legislation which may negatively impact the Tennessee Walking Show Horse.</li> <li>• Serves as an ambassador for the Tennessee Walking Show Horse and engages in events, conferences, meetings or otherwise as directed by the Board to represent the interests of the show horse.</li> <li>• Will develop meaningful relationships with other key industry organizations to both inform and be informed concerning the efforts of other industry organizations and leaders.</li> <li>• Will regularly attend other key industry organization meetings as permitted and appropriate to remain engaged with the show horse industry.</li> <li>• Will engage with local, state and federal legislators as directed by the Board to further preserve and protect the show horse industry.</li> <li>• Coordinates, organizes and executes the foundation's marketing initiatives to include print, digital, and social media as directed and approved by the Board.</li> <li>• Will regularly update the Foundation's website and social media presence to be certain it is both up to date and engaging.</li> <li>• Will engage with all applicable social media industry organizations to remain apprised of industry information and actively supply information where appropriate.</li> <li>• Will work collaboratively with the foundation's secretary to be certain that board meeting minutes are accurately kept and stored and invoices are paid or issued in a timely manner and recorded.</li> <li>• Will work collaboratively with the secretary to prepare for and complete the Foundation's annual audit and tax return.</li> <li>• Will work with vendors as applicable to secure service contracts that are competitive and fiscally responsible.</li> <li>• Will work with the secretary to be certain all donors receive timely written acknowledgements of their donations and personally acknowledge donors in writing.</li> <li>• Will secure at the direction of the Board annual D&amp;O coverage</li> <li>• Will review and update the Foundation's by-laws and articles of incorporation and present to the Board for discussion and adoption on an annual basis.</li> <li>• Will be skillful in acknowledging requests from media for comment orally or in written form and present media releases in proper media release format.</li> </ul>			

**Qualifications**

- Bachelor's degree or equivalent experience with a professional not for profit organization and/or demonstrated experience in sales and marketing.
- Experience in sales, marketing, business development or event management
- Strong knowledge of the Tennessee Walking Horse Industry, specifically the show industry.
- Ability to manage events
- Hold a valid driver's license and be able to drive
- Must be able to lift up to 50 pounds
- Ability to work flexible hours including nights, weekends, and holidays
- May be required to sit and stand for extended periods of time

**Background Requirements**

- Requires a background check upon offer
- Prior employment verification
- Educational degrees verified.

**Characteristics:**

- Understands and practices professional etiquette in the execution of their duties
- Is a "people person" who is comfortable interacting and relating with a broad section of clientele
- Understands that complex issues require careful and thoughtful consideration before acting
- Has strong written and oral communication skills
- Practices a positive and progressive attitude toward their work.

**Compensation:**

- A 12-month, full time position, salary exempt
- Salary will be determined based on selected candidate's qualifications and experience as approved by FAST Board
- Added incentive bonus based on achieving fundraising goals

**Application:**

- Interested persons should submit a cover letter expressing interest, a current resume and a list of five (5) professional references with contact information including telephone and email address, references will not be contacted without consent of the applicant. Application materials should be submitted electronically to the Search Committee Chairman, Dr. Kasey C. Kesselring at [Kasey@christmascreekfarm.com](mailto:Kasey@christmascreekfarm.com).
- Applications will be accepted until the position is filled.
- Personal interviews will be conducted for select candidates.
- The successful candidate will require approval of the Board of Directors.