



Grand Valley Equine Assisted Learning Center

Community Coordinator

Job Description

This position is on a volunteer basis at this time. Grand Valley Equine Assisted Learning Center is a non-profit equine facility that is based on a three-pronged approach; all types of therapies utilizing horses will be offered, educational programming associating horses will be offered, and research supporting the relevance of this work will be conducted. Outreach is very important to GVEALC. Mesa County is where we call home, and we want to play an important role. The successful candidate will share in our belief that we should be working for something larger than ourselves and will use that belief to help share our vision in the community, but will also bring the community to us. A relationship with our business partners in our community and beyond is important also in order to cover overhead costs and an operating budget. Strong communication and organizational skills are wanted in a successful candidate. It is also very important for that candidate to be able to express our vision to community and business leaders in order to grow our sponsorship dollars. Below please find a list of responsibilities for this position:

- Develop specific sponsorship packages before approaching potential sponsors. Included in these packages would be sponsor benefits (i.e. what they get in exchange for their sponsorship dollars). All packages must be approved of by the GVEALC Board of Directors prior to being presented to the potential sponsor.
- Make a list of organizations whose vision, mission and main lines of business mesh with your organization, event or program.
- Select a number of organizations to contact, and create a timeline for approaching all of them.
- Develop custom-tailored sponsorship proposals for each potential sponsor, and contact someone in each organization with the authority and resources to make sponsorship decisions.
- Develop strategies for outreach into the community, working with other non-profits or businesses to find opportunities to work together for common good and positive impacts in the community.

- Find ways to bring community service groups and organizations to the facility for tours and volunteering opportunities.
- Work with GVEALC Staff and Volunteers to build and organize public events at the facility such as Day Camps.
- Coordinate with the GVEALC Educational Programming Director and contact local schools, including secondary education institutions and investigate potential partnerships for programming that is mutually beneficial.
- Establish and maintain a viable and vibrant relationship with the Grand Junction Economic Partnership and surrounding Chambers of Commerce.
- Provide a monthly report to the GVEALC Board of Directors outlining any and all activities in your outreach into our community making sure to include results of your efforts.
- This position reports to GVEALC Co-Founders.