



*Grand Valley Equine Assisted Learning Center*

**Research Development 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. Equine related therapies are an up and coming field which makes it a rich environment to be pursuing research dollars. This research is vitally important to securing grants that aid in our sustainability as a facility. This successful candidate must have experience in conducting research, establishing protocols, and building relationships with partners to bring research projects together. Below find some responsibilities for this position:

- The Research Development Coordinator has to be fully aware of whatever is happening on the scientific front of the project they are handling.
- The Research Development Coordinator has to constantly coordinate with members of GVEALC Leadership and Therapists to make sure that the project meets the strategic and business goals of the non-profit.
- The Research Development Coordinator is responsible for planning the process the research is to be conducted.
- The Research Development Coordinator will have to involve themselves in recruiting qualified scientists/doctors for the particular project that is being performed.
- The Research Development Coordinator also has to obtain and allocate funds for the project.
- The Research Development Coordinator has to prepare reports of the research that has been performed and make presentations in front of the GVEALC Board of Directors.
- At the conclusion of a research project prepare research reports, documentation to be printed, and submit to appropriate magazines, journals, ect.
- This position reports to the GVEALC Co-Founders.