

Pony Express Riders of Iowa
EMPLOYEE JOB DESCRIPTION

Position: **PONY EXPRESS COORDINATOR**

PAY GRADE: See Below

Reports to: Executive Evaluation & Compensation Committee

Origin Date: 01/2016

PRIMARY FUNCTION

Coordinate the activities of and act as liaison to Easter Seals Iowa. Direct Pony Express organizational, fund raising and public relations activities. Develop and maintain a strong, active Pony Express volunteer structure throughout the state.

DUTIES & RESPONSIBILITIES:

- Act as Easter Seals liaison working directly with the Board of Directors and a statewide network of members of the Pony Express Riders of Iowa. Coordinate and implement all state Pony Express activities including Board meetings, committee meetings, and saddle-up meetings.
- Assist in development, review and approval of all promotional/informational materials created by Easter Seals for the Pony Express Riders of Iowa, as well as Prepare & Mail any Pony Express Publications: i.e., Currier, & Fall Extra.
- Compose, complete and compile all permits, reports and lists as required.
- Recruit county level Pony Express chairpeople in conjunction with Pony Express Regional VP's.
- Regularly attend and participate in events and activities of Pony Express statewide.
- Plan, coordinate and implement all Ride Day activities and associated matters at Camp Sunnyside.
- Coordinate work with Board & Committee Members, County Chairpersons, and volunteers as necessary.
- Set and achieve goals that are consistent with the Board of Directors long range goals.
- Prepare and meet revenue and expense budgets, annually.
- Represent Pony Express at Easter Seals meetings and give presentations.
- Manage ongoing fundraisers considered to be Pony Express State Events; i.e., River Valley Weekend, DD Rodeo, State Fair Raffle
- Compose thank you letters and other forms of correspondence with volunteers, donors, sponsors and others.
- Compile & Manage accurate data base of members.
- Keep record of PTO in Quick Books
- Other duties as assigned.

STANDARDS OF EMPLOYMENT:

- 1) High School Diploma or equivalent, experience in fundraising or related field.
- 2) Demonstrated ability and/or experience in fundraising.
- 3) Ability to work well with minimal supervision; self-starter.
- 4) Ability to motivate and establish positive working relationships with a wide variety of volunteers.
- 5) Ability to communicate effectively in written and verbal formats.
- 6) Ability to work cooperatively with Pony Express members, Board of Directors, and the public in a professional and concerned manner.
- 7) Ability to travel independently throughout the community or region, as needed.
- 8) Ability to regularly work non-traditional office hours.
- 9) Possession of, or ability to obtain valid Iowa driver's license and maintenance of good driving record.

(have dependable transportation, which at times may require the ability to pull a trailer)

10) Knowledge of & general computer skills. Experience with Word Processing, Excel, Publisher & Page Maker, Quick Books, is helpful but not required

11) Basic experience or knowledge of bookkeeping/accounting required.

CLASSIFICATION: Exempt

Salary Range:

Minimum Salary \$32,696

Midpoint Salary \$40,870

Maximum Salary \$49,044

Starting Salary will be based on experience at time of hire,(may or may not reflect costs of benefits offered) and pay increases will be based on job performance.