

**JOB TITLE: HERD COORDINATOR**

**DEPARTMENT: Fort Worth Herd**

**REPORTS TO: Director of the Fort Worth (Trail Boss)**

**SUMMARY OF BASIC FUNCTIONS:** To provide assistance to the Director of the Fort Worth Herd, (Trail Boss) in operations of The Fort Worth Herd. To coordinate the budget, create content and maintain social media calendar, schedule events, maintain records and draft reports.

**REPRESENTATIVE DUTIES AND RESPONSIBILITIES:**

- Assist Trail Boss with communication, scheduling, presentations, HR functions, reports and other administrative functions.
- Serve as a liaison to the Board of Directors to the support group. Creating quarterly meeting agenda, minutes and communication to board members, assisting executive board.
- Maintain records for donors and sponsors, sending thank you letters and tax acknowledgments to donors.
- Serving as a fundraiser liaison to the Friends of the Fort Worth Herd non-profit support group for the annual fundraising events (Gala, Adopt a Steer program, and other programs launched)
- Assist in facilitating fundraising programs, certificates, advertising, signage, thank you cards, trading cards, whichever may be appropriate for the commitment made.

**POSITION QUALIFICATIONS:**

**Education:** Bachelor's Degree with field of study in Business Administration, Public Administration, Sales and Marketing, Business Communications, Hospitality Management, or related field.

**Experience:** Social media marketing, QuickBooks - budget and finance, Microsoft Outlook and Excel, and Photoshop. Knowledge of livestock, non-profit management and fundraising

**APPLICATIONS:**

Please submit resumes to [TheHerd@FortWorth.com](mailto:TheHerd@FortWorth.com).