



Director of Development

Full-time Exempt Position | Reports to Executive Director

Position Summary

This position is responsible for managing the organization's fundraising and promotional efforts to strengthen the reach and impact of Providence Animal Rescue League's mission and programs. The ideal candidate for this position has fundraising and marketing experience and is a skilled communicator with grant writing and copywriting experience or training.

Fundraising & Relationship Building

- Cultivate relationships with donors, foundations, and businesses across all giving levels
- Participate/lead major donor engagement events and solicitations, working in partnership with ED and board members as appropriate
- Create and manage fundraising appeals across different media platforms (2-3 annual appeals and several mini campaigns per year)
- Research, draft, and submit grant applications
- Maintain budget for fundraising programs and major events
- Serve on board/staff committees as appropriate (development and marketing etc.)
- Direct the production of major fundraising events (existing events and new/creative initiatives)
- Ensure the donor database (Salesforce NPSP) is maintained efficiently and accurately
- Oversee recognition, acknowledgements, and incentives for donors
- Design and generate various communications and promotions pieces using Canva/other applications
- Oversee organization's website and social media strategies using HubSpot and other applications
- Write and distribute press releases; participate in media interviews and promotional opportunities

Leadership/General

- Supervise part-time Development Assistant (key responsibilities include data entry, generating donor thank you letters, and drafting social media content)
- Provide programs, presentations, and training to staff and community as requested
- Participate in meetings and activities as a member of the leadership team
- Supervise volunteers/interns working on fundraising and communications tasks
- Other tasks as assigned by management

Requirements/Qualifications

- Experience with Salesforce NPSP and HubSpot strongly preferred
- Skilled in basic graphic design concepts; ability to create aesthetically pleasing graphics and communications pieces with efficiency is strongly preferred
- Associate's or Bachelor's degree in fundraising, marketing, communications, business administration or related field preferred
- Animal welfare experience is a plus; must be comfortable around all types of companion animals
- Able to lead and motivate groups and individuals
- Detail oriented with exceptional communication skills, both written and verbal
- Able to prioritize and perform duties efficiently and effectively with independence



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Working Conditions

Work conditions include exposure to high noise levels, zoonotic diseases, cleaning agents, and allergens such as hay and peanut butter. The person in this position needs to regularly move about the shelter. Regularly operates a computer and other office equipment. Occasionally positions self to handle animals of all sizes in a variety of areas and positions (low cages, high cages, on tables, on the floor, in vehicles, etc.). Constantly communicates with clients, staff members and volunteers who have inquiries and must be able to exchange accurate information in these situations.

Availability

Availability and a willingness to work a flexible schedule are a plus. This is a full-time, exempt position. Remote work/hybrid schedule for the short-term due to Covid-19 is allowed but position will eventually transition to full-time, in-shelter. Daily reporting hours and days of the week may vary according to the needs of the organization. Must have ability to travel locally to manage events; may include occasional evening or weekend work.

Benefits & Pay

Salary commensurate with experience. Benefits include medical insurance (including dental and vision plans), Simple IRA with 3% company match, professional development support, 2.5 weeks paid time off

To Apply

Please send resume and cover letter to Rebecca Baylies, Executive Director, rbaylies@parl.org. Applications will be reviewed as received. Candidates selected for interview will be requested to provide references and writing/design samples. Position open until filled.

Equal Employment Opportunity

The Providence Animal Rescue League provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, sexual orientation, military status, or any other category protected by federal, state, and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training, social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.