



Development Assistant

Part-Time Position | Reports to Director of Development and Communications

Position Summary

This position is responsible for various administrative, communications, and data management tasks on behalf of the development and communications department. Reporting to the Director of Development and Communications (DoDC), this position plays a critical role in fundraising logistics, social media engagement efforts, and database management.

Key Responsibilities

- Maintain donor database (Salesforce NPSP); responsible for generation of timely and accurate reports and streamlining data management processes
- Process donations and generate donation receipts in a timely manner
- Assist with logistics and coordinate calendar for fundraising appeals and mailings across different mediums and media platforms
- Assist DoDC and committees with event planning, management, and execution
- Advise volunteers/interns working on fundraising and communications tasks
- Assist with design and content creation for various printed/electronic communications and promotions, including social media and website
- Maintain related reports regarding marketing and PR stats and potential opportunities (e.g. HubSpot, media partnerships, press coverage)

Requirements/Qualifications

- Extremely detail-oriented and organized; enjoys database management and related tasks
- Experience working in Administrative/Fundraising field for a nonprofit organization preferred
- Experience with Salesforce NPSP and HubSpot strongly preferred
- Animal welfare experience is a plus; must be comfortable around all types of companion animals
- Able to prioritize and perform duties efficiently and effectively with independence

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 (i.e. calculator, copier, and printer). 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: This is a part-time, non-exempt hourly position (24 hours per week). Remote work/hybrid schedule for the short-term due to Covid-19 is available. Schedule may include occasional evening or weekend work.



PROVIDENCE ANIMAL RESCUE LEAGUE

Rate: Hourly rate commensurate with experience.

To Apply: Please send resume and cover letter to Rebecca Baylies, Executive Director, rbaylies@parl.org.
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.