



P R O V I D E N C E
ANIMAL RESCUE LEAGUE

Job Title: Fundraising Officer
Organization: Providence Animal Rescue League
Location: Providence, RI
Salary: \$36-39,000
Start Date: OPEN
Full Time (salaried non-exempt)
Permanent

Fundraising Officer

Job Description

This position will primarily be managing our development program, identifying and cultivating prospects, and engaging PARL's community and stakeholders. This is a new position that the successful candidate will have the opportunity to build. The Fundraising Officer will report to the Executive Director.

This position is responsible for managing and implementing campaigns for fundraising, donor engagement and retention, and new donor acquisition in order to expand and diversify PARL's base of support and increase giving. The Officer will have the opportunity to dig in and build systems and programs that support PARL's current activities and future growth; manage annual appeal plans and activities, prospect development, advocacy and list growth; research and plan approaches to grant and individual prospects; manage community and corporate outreach; plan and implement fundraising and donor cultivation events (help with sponsor recruitment, work with volunteer host committees, coordinate event promotion, materials and onsite event management). Working with Gifts Administration staff, Officer will oversee donor tracking platform and coordinate with staff responsible for data management.

This is an all-round fundraising position, working in partnership with the Executive Director and Board of Directors. The Officer will have significant responsibility for engaging with and raising donations from a wide range of stakeholders, and is expected to take a systematic approach to planning, executing, and documenting programs in order to build a measurable and sustainable fundraising program. Where needed, the Officer will have both volunteer and staff support to achieve his/her goals.

The successful candidate will have three to five years of experience in development with a proven fundraising track record; experience developing and maintaining productive working relationships with board members and donors; have familiarity with customer/donor relationship

management software (preferably Salesforce); and be a strong email, phone, and in-person communicator. He or she must be able to prioritize projects and tasks effectively, work independently as well as collaboratively, take initiative, demonstrate resourcefulness, and respond flexibly to changing demands in a dynamic work environment.

We seek:

- Excellent communication skills, including writing and speaking
- Excellent interpersonal skills and ability to relate effectively to senior professionals and community stakeholders
- Organizational ability and teamwork orientation
- Must be able to juggle multiple projects, prioritize activities, and meet deadlines

We require:

- Bachelor's degree and 3+ years relevant experience, preferably in a non-profit environment with similar responsibilities.
- Strong customer service and interpersonal skills.
- Strong computer aptitude. Experience in Microsoft Office including Excel, Word and Outlook.
- Experience with Salesforce or similar donor/CRM software
- Must be able to prioritize, manage, follow through and report on multiple tasks on a regular basis.
- Strong organizational skills with great attention to detail and accuracy.
- High level of professionalism, diplomacy, and ability to maintain confidentiality.
- Ability to solve problems efficiently.

Applicants should submit all cover letters and resumes to klarson@parl.org