Position Summary
This position is primarily responsible for managing and expanding the organization’s major donor portfolio, coordinating private party donor events, and building relationships with businesses and foundations. The DoD also works closely with the executive director to support annual 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 enjoys people, loves animals, has major donor fundraising experience, and has worked previously within the nonprofit animal welfare field.

Fundraising & Relationship Building
- Lead major donor cultivation, engagement, and solicitations, working in partnership with ED and board members as appropriate.
- Cultivate relationships with donor prospects, foundations, and businesses across all giving levels and through all channels and mediums including email, telephone, social media, networking events, donor meetings, shelter tours, etc.
- Plan and execute private donor parties and special donor engagement events to achieve fundraising goals.
- Research, draft, and submit grant applications in cooperation with ED and related staff team members
- Maintain budget for fundraising programs and activities
- Serve as staff chair of board level Development Committee, responsible for engaging board members in fundraising efforts and donor engagement assignments
- Direct and/or assist with the production of select fundraising events (existing events and new/creative initiatives) both internally and in cooperation with third party organizers or board of trustees
- Oversee a full-time development assistant to ensure timely and accurate donor records, data entry, gift acknowledgements, and related reporting
- Participate in media interviews, events, and promotional opportunities as requested
- Work closely with Community Engagement Coordinator in areas related to fundraising event management, outreach efforts that overlap with fundraising strategies, etc.

Leadership/General
- 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
- Must have previous work experience at an animal shelter; must be comfortable around all types of companion animals
- Experience with Donor Search and Salesforce for Nonprofits strongly preferred
- Associate’s or Bachelor’s degree in fundraising, communications or related field preferred
- 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
Director of Development

Full-time Exempt Position | Reports to Executive Director

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 with some remote work on case-by-case basis. Daily reporting hours and days of the week may vary according to the needs of the organization. Must have ability to travel locally on a regular basis for donor meetings, networking events etc.; schedule may include occasional evening or weekend work.

Benefits & Pay
Salary range $74,000-$78,000, commensurate with experience. Benefits include medical insurance (including dental and vision plans) 80% paid by organization, Simple IRA with 3% company match, professional development support, and 10 days PTO plus comp time.

To Apply
Please send resume and cover letter to Rebecca Baylies, Executive Director, rbaylies@parl.org. Applications will be reviewed as received. 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.

Updated 12/2022