



Development Coordinator

Full-time, Non-Exempt | Reports to Executive Director

Position Summary

The Development Coordinator is responsible for maintaining the donor database, processing gifts, conducting donor research, and supporting fundraising activities.

Key Responsibilities

- Responsible for database entry, management, and organization (Salesforce for Nonprofits)
- Perform all gift processing; Accurately record and acknowledge donations, generate tax receipts, and reconcile contributions
- Identify and research prospective donors
- Generate donor reports, track fundraising progress, and assist in data analysis.
- Assist with fundraising campaigns, grant applications, donor communications and stewardship
- Provide logistical and administrative support for fundraising and outreach events

Requirements/Qualifications

- Requires 1–3 years of experience in nonprofit work and/or database management, or a combination of relevant training and experience
- Must be highly skilled in Microsoft Excel
- Previous experience with Salesforce for Nonprofits or another CRM strongly preferred
- Experience with donor research tool, Donor Search, is a plus
- Must be extremely detail-oriented and organized
- Must be comfortable around all types of companion animals
- Must be able to prioritize and perform duties efficiently and effectively with independence
- Must be at least 18 years of age and have a valid driver's license

Compensation & Benefits

- ☐ Hourly rate depending on experience, starts at \$20/hr
- ☐ Up to 80 hours of paid time off per year
- ☐ Health, Dental, and Vision Insurance through Blue Cross Blue Shield; 80% paid by PARL
- ☐ Professional development opportunities
- ☐ Industry-related licenses/certification fees paid by organization
- ☐ Simple IRA with organization match of 3% contributed from gross pay (when eligible)
- ☐ Access to Employee Assistance Program
- ☐ Medications, food, and supplies for any of your animals can be purchased from PARL's at cost
- ☐ This is not a remote position



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How to Apply

Interested candidates should submit a resume and cover letter to Rebecca Baylies at rbaylies@parl.org.

Applications will be reviewed on a rolling basis until the position is filled. Providence Animal Rescue League is an equal opportunity employer and welcomes candidates from diverse backgrounds to apply.

Revised 4/2025