



**Providence After School Alliance  
Half-time Position Available  
Development Specialist**

**About PASA**

The Providence After School Alliance's (PASA) mission is to help close persistent opportunity gaps by expanding and improving quality after school, summer and other out-of-school time (OST) learning opportunities for all the youth of Providence. PASA does this by operating a system of public-private partnerships that contributes to student success and serves as a national model. PASA's partnership model engages middle and high school youth in a variety of learning opportunities that spark their curiosity, connect them to real world experiences, and allow them to explore their interests. For additional information on the PASA, go to [www.mypasa.org](http://www.mypasa.org).

**Job Description**

The Development Specialist is a unique opportunity to impact the lives of thousands of youth in Providence and beyond. Reporting to PASA's Executive Director, the Development Specialist will join a team that also includes the Deputy Director and Grants Consultant. A communications freelancer will also join the team and work closely with the Development Specialist. The job will involve developing a strategic vision for PASA's development work, as well as ongoing donor development, writing solicitations and thank you letters, fundraising event planning, and collaboration with the Board of Directors. PASA is looking for someone with excellent writing skills as well as a highly organized person who is great at building relationships and engaging partners. Someone with previous development or communications skills looking for a high paid half time position is preferred.

**Responsibilities**

- Create a comprehensive development plan, in collaboration with Executive Director, to identify and implement short and long-term goals
- Work closely with the development team and PASA Board to implement ongoing and new development, including annual events
- Collaborate with Executive Director to regularly steward donor and key stakeholder relationships
- Spearhead solicitations, donor communications, reports and thank you notes
- Maintain donor files, tracking reports, and regular correspondence with supporters
- Collaborate with communications lead to ensure cohesive organizational messaging

**Attributes**

PASA embodies an ethos of continuous quality improvement and is committed to offering an equitable, inclusive, and just working environment for staff and partners and program experience for youth and families. We seek staff with the following attributes:

- Strong commitment to PASA's mission to expand high-quality, engaging after-school opportunities to Providence youth
- Unwavering commitment to equity
- Relationship-builder who considers others' perspectives and finds common ground
- Self-starter with the ability to work independently as well as collaborate with others
- Ability to thrive in a fast-paced non-profit environment that values teamwork, perseverance, critical thinking, communication, and lifelong learning
- Dedication to youth voice, choice and agency with the recognition that youth must serve as leaders in PASA's growth and development

### **Qualifications**

- Experience in nonprofit development
- Excellent writing skills
- Ability to manage an online donor database; PASA uses Donor Perfect
- Knowledge of the Providence area and school district preferred
- Experience coordinating events preferred
- Proficiency in Spanish and other languages are welcomed

### **Remuneration**

The salary range is the mid \$30Ks with a half time schedule

### **To Apply:**

To apply for the position, please submit a cover letter, current resume, and writing sample to:

Julissa Rivera  
Providence After School Alliance  
81 Carpenter Street  
Providence, RI 02903  
[hr@mypasa.org](mailto:hr@mypasa.org)

PASA is an equal opportunity employer and fully committed to a culturally diverse staff to better serve our youth and community. People of color, women, LGBTQ candidates, and people of diverse backgrounds are strongly encouraged to apply. PASA also affirms its commitment to providing equal opportunities and equal access to PASA facilities.