



## is looking for their next **Development Manager!**

### **Location & Travel**

This is a part-time, work-from-home role that will require the individual to be commutable to PASA's Providence offices as they support onsite development work like mailings and events.

### **About Us**

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 PASA, go to [www.mypasa.org](http://www.mypasa.org).

### **About the Opportunity**

The Development Manager is a unique opportunity to impact the lives of thousands of youth in Providence and beyond. Reporting to PASA's Executive Director, the Development Manager will join a team that also includes the Deputy Director, Grants Consultant, and over time a Communications Consultant. The job will involve 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.

### **What You'll Do**

The Manager will be responsible for the following in addition to any other project assigned by their supervisor, the Executive Director:

#### Fundraising

- Cultivate and grow a portfolio of major individual and institutional funders.
- Oversee the development, testing and implementation of new fundraising or other revenue generating initiatives.
- Partner with the Board of Directors to design and support fundraising activities.
- Manage and oversee development systems and structures including the fundraising database, DonorPerfect, while ensuring ongoing database maintenance and use.
- Oversee the vision, planning and execution of fundraising events, including the Arts Breakfast and Sports fundraiser, and develop and implement special events as a way to educate and cultivate prospective and existing donors
- Spearhead solicitations, donor communications, and reports
- Lead gift acknowledgement strategy including tracking and recognition of all donors

## Who You Are

- **You are mission aligned.** You bring an ethos of continuous quality improvement and are committed to offering an equitable, inclusive, and just working environment for staff and program partners and program experience for youth and families. You are dedicated to youth voice, choice, and agency with the recognition that youth must serve as leaders in PASA's growth and development. You thrive in a fast-paced non-profit environment that values teamwork, perseverance, critical thinking, communication, and lifelong learning.
- **You get stuff done.** You understand what it means to be both thoughtful about developing a strategy and detail-oriented about getting work accomplished. Whether it's on your own, or through collaboration with others, you bring experience, effective communication and great organizational skills that allow you to get the nuts and bolts in place to make progress on your goals.
- **You are an independent self-starter and a dedicated team member.** You are comfortable working independently and understand your role and priorities in the context of the organization's goals and overall mission. You're also a pro at managing up, helping bring in the Executive Director and other members of the Executive Team when and where you need them with the greatest of ease. You can work on any project, with any team, and make magic happen. You are humble and driven to ensure you meet your goals.
- **You are an expert relationship builder and storyteller.** Connecting with individuals comes naturally to you; you're an empathetic listener and connector. You are also a compelling storyteller, finding connections between individuals and the work at PASA.

## Qualifications

- Experience in nonprofit development
- Experience in managing an online donor database like DonorPerfect
- Knowledge of the Providence area and school district preferred
- Proficiency in Spanish and other languages are welcomed

## Compensation

This is a 20-hour a week opportunity for *either* a consultant or part-time team member. Our hourly rate range is between \$32- \$35 for a 12-month engagement. This role does not come with benefits at this time given its part-time nature.

## To Apply

To apply for the position, please submit a cover letter, current resume, and writing sample, which may include a piece of marketing collateral, a thank you note to a donor or a solicitation letter, to [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.*