

Rhode Island Council for the Humanities

131 Washington Street, Suite 210

Providence, RI 02903

www.rihumanities.org

**POSITION DESCRIPTION**

TITLE: Associate Director of Development

HOURS: Part-time, 25 hours/week, starting December 2020

THE ORGANIZATION:

The Rhode Island Council for the Humanities seeds, supports, and strengthens public history, cultural heritage, civic education, and community engagement by and for all Rhode Islanders. For 47 years, the Council has cultivated diverse expressions of the public humanities through vital and innovative public programs, research, and media projects that have reached millions of people in Rhode Island and beyond. The Humanities Council is a catalyst for engagement with our state's remarkable history and culture, and believes in the power of the humanities community to inspire and improve Rhode Island. The Council was founded in 1973 as an independent state affiliate of the National Endowment for the Humanities. A private nonprofit 501(c)3 organization, the Council is supported by federal and private funds.

DEVELOPMENT PROGRAM

The Rhode Island Council for the Humanities seeks an Associate Director of Development to oversee donor relations and undertake individual fundraising. The Development Program increases the Council's resources to achieve greater impact and organizational sustainability at a moment when the humanities are more important than ever to navigate the pandemic and rebuild civil society. The Program has momentum, and a dedicated fundraiser will be well-positioned to increase the Council's resources for the future. With the Council's 50th anniversary only three years away (2023), there is an opportunity to plan a campaign around that milestone.

THE ROLE:

Reporting to the Executive Director, the Associate Director will develop the Council's fundraising, including communicating with current and prospective donors and building the Council's fundraising capacity. Duties include fundraising efforts, especially major gifts and the annual fund; building strong and successful relationships; maintaining communications with donors and board members; developing the Council's stewardship and donor engagement; and

collaborating with staff to connect the Development Program to the Council's mission, vision, values, and dedication to the community. The Associate Director will explore the feasibility of a campaign and case for support associated with the Council's 50th anniversary as Rhode Island's leader of public humanities.

CANDIDATE PROFILE:

The successful candidate will have a passion for the Humanities Council's mission and be able to communicate that through stories and examples of the Council's activities and impact.

Preferably, the candidate will have a Bachelor's degree and a minimum of five years of fundraising or related experience.

Responsibilities include:

- Direct relationship building and gift solicitation
- Direction of Council's overall Development strategy
- Close collaboration with Executive Director and Development Committee of the Board
- Undertaking feasibility study and donor relations for Campaign for 50th Anniversary
- Oversight of annual fundraising program with an emphasis on major gifts
- Management of portfolio of 30+ major giving prospects and support of Executive Director's portfolio
- Knowledge of Council's initiatives and grantee community for substantive and meaningful stewardship of donors
- Solicitation of sponsorships for annual event
- Solicitation of family foundation grants
- Collaboration with staff to develop marketing material and Case for Support
- Collaboration with staff on fundraising and community engagement events
- Collaboration with staff on management of information and data

Specific competencies and qualities include:

- Dedication to the Council's mission and enthusiasm for wide-ranging public humanities programs.
- Ability to create positive, long-term relationships between individual donors and the Council
- Commitment to collaboration and customer service
- Knowledge of nonprofit sector and philanthropy, including trends and best practices.
- Bachelor's degree
- 5+ years of fundraising experience

- Experience with Raiser's Edge or comparable donor management system
- Familiarity with Google and Microsoft Office suites
- Excellent written, interpersonal and verbal communication skills
- Initiative, self-motivation, and follow through
- Ability to prioritize tasks and goals

The Rhode Island Council for the Humanities is committed to workplace diversity and seeks candidates who represent the diversity of the state, including but not limited to race, ethnicity, gender, sexual orientation, age, disability, cultural background, and socioeconomic stratum.

APPLICATION PROCESS:

Salary for this 25-hour per week position is \$45,000, prorated to a full-time salary of \$65,000. Compensation also includes Council contributions to a retirement 403(b) account, 11 paid holidays, vacation time and sick time. Because the Council has a small, ambitious staff, there are many opportunities for cross-training and teamwork. The Council also offers professional development.

Please send resume and cover letter via email attachment by **Monday, November 30** to Scott Raker, Operations Officer, at scott@rihumanities.org, with the subject line: Associate Director of Development. No phone calls, please.