



POSITION DESCRIPTION

TITLE: **Development & Engagement Coordinator**

HOURS: Part-time, 20 hours/week, starting January 2025

POSITION DESCRIPTION:

The Organization:

Rhode Island Humanities seeds, supports, and strengthens public history, cultural heritage, civic education, and community engagement by and for all Rhode Islanders. For 50 years, RI Humanities 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. RI Humanities 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. RI Humanities was founded in 1973 as an independent state affiliate of the National Endowment for the Humanities. A private nonprofit 501(c)3 organization, the organization is supported by federal, state, and private funds.

Job Summary:

The Development & Engagement Coordinator will support the coordinated activities of both of the Development and Engagement departments at RI Humanities. This position will collaborate closely with the Associate Director of Engagement to manage select elements of the RI Humanities website and print/digital communications such as the calendar, e-newsletter, and social media; and with the Associate Director of Development to manage administrative tasks related to donor solicitation and stewardship. This position will also be responsible for Development/Engagement event logistics and inventory management.

Essential Job duties:

- Coordinate the fundraising projects and responsibilities of the Associate Director of Development, Executive Director, and select board members to update and track donor records, and follow up with donors regarding gifts, events, and activities.
- Close collaboration with the Associate Director of Engagement on management of the website calendar of events.
- Management of content calendar for print/digital media in support of strategy set by Associate Director of Engagement.
- Regular drafting and scheduling of e-newsletter and social media content.
- Management of physical materials inventory in RI Humanities office and digital assets.
- Support the preparation of advocacy materials.
- On-site event support as needed.

- Logistical support for all Development/Engagement events throughout the year included but not limited to: securing quotes, planning catering, managing RSVPs, supporting event design, and supporting associated post-event stewardship.

Compensation and benefits:

The base annual salary for this 20-hour per week part-time position is \$30,160. Compensation also includes RI Humanities contributions to a retirement 403(b) account; paid holidays; as well as 10 vacation, 7 sick, and 2 personal days.

This is a hybrid role. The majority of work may be done remotely, however some in-office and event support time will be required.

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

CANDIDATE PROFILE:

The successful candidate will be detail oriented, a strong communicator, and able to craft messaging in alignment with RI Humanities' style for internal and external audiences. They will be comfortable with project management tools and databases. The candidate must be personable, articulate, a team player, and have a passion for connecting audiences of donors and the general public with RI Humanities's activities. Preferably, the candidate will have a Bachelor's degree or equivalent life experience and a minimum of two years experience in fundraising and/or communications.

Specific competencies and qualifications include:

- Dedication to RI Humanities's mission and enthusiasm for wide-ranging public humanities programs.
- Commitment to collaboration and customer service.
- Strong project management skills.
- Strong English written and verbal communication skills.
- Experience with monday.com or comparable project management system.
- Experience with Raiser's Edge NXT or comparable donor management system.
- Experience with Constant Contact or comparable digital marketing platform.
- Familiarity with Google Workspace and Microsoft Office applications.
- Familiarity with social media platforms, design tools such as Canva, and scheduling tools.
- Initiative, self-motivation, and follow through.
- Ability to prioritize tasks.

TO APPLY:

Please send resume and cover letter via email attachment to scott@rihumanities.org by **5:00pm EST Monday, November 25, 2024** with the subject: Development & Engagement Coordinator. No phone calls, please.