



Director of Advancement & External Affairs

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 PASA, go to www.mypasa.org.

Job Description

The Director of Advancement & External Relations is responsible for advancing PASA's mission by managing and growing the organization's fund development and coordinated communications strategies. Reporting to and working closely with the Executive Director, the Director of Advancement and External Affairs will oversee all organization fundraising efforts, serve as a member of PASA's senior team, and work closely with staff and the Board of Directors.

Responsibilities

Fundraising

- Develop and lead the execution of a comprehensive multiyear fundraising plan to drive revenue growth
- Implement an annual fundraising plan that includes:
 - Individual Giving- Organize, manage and execute donor campaigns to attract and retain individual donors; cultivate donors through donor stewardship plan; develop and oversee major gifts approach;
 - Corporate Giving- Organize, manage, and execute stewardship plans for corporate donors in support of fundraising growth goals; Identify new partner opportunities; oversee corporate volunteer opportunities;
 - Special Events- Develop, manage, and grow events to increase revenue;
 - Grants- Oversee management of grant portfolio; research and pursue new opportunities to grow portfolio
- Support executive director, board members, and team members in solicitation, recognition, and stewardship of donors
- Manage relationship, workflow, and deliverables of contracted grant writer
- Generate development materials
- Maintain up-to-date donor database, including the recording, tracking, and follow-up activities for all philanthropic funds received

Communications

- Oversee the organization's external communications ensuring broad community understanding of PASA's work and value
- Develop and oversee the execution of an annual external communications plan
- Manage relationship, workflow, and deliverables of communications contractor
- Provide external communications guidance to organization staff
- Maintain updated content on PASA's website and other communication channels not covered by the contractor



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Leadership & Collaboration

- Develop and maintain relationships with individuals and organizations to secure philanthropic support in service of goals
- Serve as Board of Directors Development Committee lead, including preparation for and execution of regular meetings
- Maintain records of and clearly communicate progress toward project-specific, annual, and long-term goals
- Work with finance department to maintain accurate accounting and forecasting
- Prepare and monitor development department budget
- Other duties, per the ever-changing needs of the organization

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 out-of-school time opportunities to Providence youth
- Unwavering commitment to equity
- Relationship-builder who considers others' perspectives and finds common ground
- Self-starter who effectively takes on and executes new projects as well as ongoing work with minimal supervision
- Ability to thrive in a fast-paced non-profit environment that values teamwork, perseverance, critical thinking, communication, and lifelong learning

Qualifications

Required

- A minimum of 5 years' experience in fundraising, with demonstrated ability to strategize fundraising initiatives and secure financial support from diverse donor channels
- Excellent written and verbal communication skills
- Excellent organization skills
- Strong record of supervising and managing others to meet goals and deadlines
- Experience managing budgets and events
- Familiarity with Rhode Island and Providence-area philanthropic landscape
- Knowledge of fundraising software and tools

Preferred

- Bachelors and/or advanced degree
- Fluency in Spanish a plus, other languages are welcomed
- Certified Fund Raising Executive (CFRE)
- Experience in content creation for multiple audiences

This is an in-person role with the flexibility to work remotely part of the week following an introductory period. This role requires the ability to occasionally lift and/or move up to 30 pounds.



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Remuneration

The salary range is \$90,000-\$115,000 depending upon experience, plus benefits.

To Apply:

To apply for the position, please submit both a cover letter and current resume to Renee Lafond at hr@mypasa.org. *Applications without a cover letter will not be considered.*

PASA is an Equal Opportunity Employer

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 prohibits discrimination in employment, educational programs, and activities on the basis of race, color, religion, gender, sexual orientation, national origin, socioeconomic status, disability or handicap, age, marital status, family responsibilities, political affiliation, veteran status, gender identity/expression, domestic partnership status or HIV status. PASA also affirms its commitment to providing equal opportunities and equal access to PASA facilities.