

## Adoption Rhode Island

**Position:** Fundraising and Communications Associate

**Reports to:** Associate Director of Development.

**Status / Hours:** Exempt/Full-time. Ability to work a flexible schedule with some night / weekend hours required.

**Salary Range:** \$40,000 to \$45,000

Adoption Rhode Island is seeking an outgoing, creative, collaborative individual with strong writing and design skills and ideally with a familiarity of fundraising practices. The Fundraising and Communications Associate will work closely with an integrated Advancement department responsible for overall agency fundraising and development, marketing and communications and data and evaluation.

This is a position supporting fundraising and donor relations, internal and external communications, and special events that will offer the right candidate an opportunity to grow and learn in a mission-driven organization. The Fundraising and Communications Associate will have an important role as part of our team helping to build positive relationships to contribute to advancing ARI's mission through revenue growth, increased visibility, and positive positioning in the community across different constituencies. The Advancement team serves as a resource to the agency direct services program staff.

The ideal candidate for this position will be a team player who can communicate effectively with diverse audiences and maintain strong relationships within a highly collaborative work environment. The position requires being able to effectively manage multiple priorities and projects simultaneously and being solution-oriented to problem-solve as challenges arise in a fast-paced and changing environment. The ability to develop positive relationships within the organization and among program and advancement team staff, and with external constituencies including donors, volunteers, individuals served by the organization, and community and business partners is essential in this position.

Among the varied duties of this position:

- Support donor relations and annual fundraising campaigns and appeals. Includes writing donor communications, contributing content for donor publications such as newsletters and annual reports; creating and managing digital fundraising campaigns, and creating compelling content and communication pieces for donors to illustrate their impact in meaningful ways. Assist with gift processing and donor acknowledgement. May include some grant-writing.
- Provide support for special donor groups and business / community partnerships, including with groups interested in fundraising for ARI. May include creating materials, assisting with coordination, serving as point of contact and representing ARI at events.
- Assist with planning and executing fundraising and agency events.
- Assist with creating program materials and developing content and materials to promote ARI programs and services to different audiences including people served and partner providers.

- Boost ARI's storytelling and messaging to raise public awareness of the scope and depth of ARI's work and impact. Illustrate and promote 'touch your heart' moments; and enhance the organization's reputation as a leader in the field in publications, written communications, for event programming and across social media and digital channels and ARI's website.
- Help to expand ARI's reach via digital and social media channels, web and print communication. Manage internal web update requests and assist with developing and contributing to social media calendar postings and with print and media to promote events, programming and organization update and news.
- Contribute to a library of photos and video content that will stand as 'evergreen' for Adoption RI to access or distribute.

This position includes fundraising, donor stewardship and communications responsibilities with a strong connection to Adoption Rhode Island programs and mission.

A candidate for this position should be mission-driven, creative and a strong communicator, be detail and deadline oriented and have:

- Excellent writing skills, preferably having experience with donor communications and creating social media content. Writing examples and samples of social media content will be requested with interview.
- Strong computer skills including proficiency in Microsoft Office applications, and ideally with some database experience (preferably a fundraising database).
- Proficiency across established social media channels including Facebook, Twitter, Instagram, YouTube, LinkedIn etc. Comfort level with emerging channels and committed to staying up to date with trends and best practices.
- Design experience and expertise with using design software, preferably Adobe Creative Suite. Familiarity with WordPress desired.

Experience: 1 year related, relevant experience preferred.

Benefits:

- Flexible schedule
- Health insurance
- Retirement contribution
- Generous paid time-off and paid holidays.

Work Location: Providence RI. Office-based with some remote work possible.

Adoption Rhode Island is an open and welcoming organization that respects and values diversity.

It is the policy of Adoption Rhode Island to provide every applicant for employment and every employee the right of equal treatment without regard to race, color, religion, sexual orientation, gender (except where gender is a bona fide occupational qualification), gender expression, age, national origin, ethnicity, disability, marital status, socioeconomic background, military or veteran status, or any other status prohibited by applicable law

Visit [www.adoptionri.org](http://www.adoptionri.org) to learn more about our organization.

### **How to Apply**

Interested candidates who meet the position requirements should email their resume and letter of interest to Jennifer Foster, Director of Advancement. [jfoster@adoptionri.org](mailto:jfoster@adoptionri.org)