



## **Development Manager or Development Consultant Job Description**

**To apply, please send a cover letter, résumé and one writing sample to [employment@mhari.org](mailto:employment@mhari.org) by October 28, 2021.**

We are hiring a development professional with 3 to 5 years of executive level fundraising experience, and we are flexible on the terms of this position. The candidate may choose between:

- Full-time salaried position for 35 hours per week earning \$50,000 to \$55,000 per year commensurate with experience plus health and dental insurance and paid time off
- Consultant earning \$30 to \$38 per hour commensurate with experience for a maximum of 30 hours per week

Both classifications offer a flexible work schedule and the freedom to work mostly from home. Post pandemic, some events and meetings will be held in person in Rhode Island, but your daily work will continue to be performed from home. (We are a remote organization.) This position reports to and collaborates closely with the Executive Director.

The person who fills this role will be responsible for directing the philanthropic activities of MHARI to assist in achieving the mission of the organization. In partnership with the Executive Director (ED), they will spearhead development efforts as MHARI continues to grow. We have had a development operation for 2 years thanks to a talented consultant who helped us build a solid foundation and cultivate a growing base of supporters.

The person in this role will direct the strategy and processes of philanthropy and fund development, with a focus on annual giving, major gifts, planned gifts, and events/fundraisers. They will be responsible for developing and implementing all aspects of the organization's special events planning, including sponsorship procurement, solicitation, event publicity and social media outreach, on-site management, financial reporting, fundraising, and event follow-up.

The Executive Director is largely responsible for writing the narrative sections of grant proposals and reports. The development professional in this role will draft budgets and financial reports for applications and awards.

## **Essential Duties and Responsibilities include the following:**

- Develops, executes and evaluates MHARI's annual fundraising plan including gifts from individuals, corporations and foundations, annual giving appeals, event sponsorships, etc.
- Maintains CRM database (currently eTapestry) with donors' gifts, event attendees, and event sponsors. Responsible for data entry, gift processing, and writing/sending acknowledgements.
- Manages the cultivation and stewardship of philanthropic relationships
- Works with the Executive Director, designated staff and the Board of Directors to execute the annual fundraising plan
- Researches individual, corporate and foundation prospects
- Directs all facets of communication and solicitation strategies
- Assists with financial operations tasks like helping to gather documentation for Form 990, formatting our bookkeeper's monthly financial reports for the Board of Directors, preparing and submitting monthly documents for one state contract, and working with the ED and bookkeeper to develop the organizational budget each year
- Collaborates with the Executive Director on all aspects of MHARI's special events
- Solicits previous and new sponsorships for special events
- Facilitates development of collaterals related to events, including promotional pieces, invitations, sponsor recognition materials and event programs, and others
- Participates in and/or leads event-related meetings with ED, staff, Board Members, volunteers
- Creates and promotes a planned giving program
- Advises on budgets for grant applications and reports
- Actively recruits, trains, supports and supervises volunteers who assist with event planning, communications, and appeals
- Manages Constant Contact communications, including monthly newsletters, solicitations and e-blasts
- Participates in and formulates agenda for the Communication and Fundraising Team
- Represents the organization in a positive and professional manner
- Other duties as assigned

## Qualifications:

- Minimum of 3 to 5 years of executive level fundraising experience, preferably for a non-profit organization
- Demonstrated track record of success
- Bachelor's degree

## How to Apply

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**About MHARI:** Founded in 1916, the Mental Health Association of Rhode Island’s mission is to promote and nourish mental health through policy development, advocacy and education. We listen to, speak for, and advance the interests and rights of people with mental health conditions. Our overarching goal is to improve access to treatment so that every Rhode Islander can live their best life. We strive to cultivate an organizational culture of kindness, support, positivity, open communication, compassion and gratitude. We do not provide direct services. Visit us at [www.mhari.org](http://www.mhari.org) to learn more.

*The Mental Health Association of Rhode Island does not discriminate on the basis of race, color, national origin, religion, gender, sexual orientation, or disability in our work, employment, and programs. All are welcome.*

Mental Health Association of Rhode Island  
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