

Job Description Development Coordinator (Part-Time) | Non-profit Organization

Organization: Providence Children's Film Festival

Location: PCFF Office / Hope Artiste Village -Pawtucket, RI 02860



Job Overview

PCFF seeks a candidate with fundraising experience to work closely with our Executive Director, Program Manager and Board Development Committee to support and implement fundraising strategies in support of the organization. Working in a dynamic and flexible environment, the Development Coordinator will be the point person for securing Festival sponsorship funding as well as planning and executing events. They will work with the team to track and report on all charitable gifts, including sponsor, grantor and individual donor asks, pledges, reminders, gifts received, thank you notes and all related correspondence.

The Providence Children's Film Festival is committed to equity and inclusion at all levels: in our award-winning international films, seated in our audiences, on our staff, and within our leadership. We strongly encourage candidates of color to apply.

About Providence Children's Film Festival

Providence Children's Film Festival (PCFF) believes in the power of film to transform the way young audiences view the world. Since 2010, we have presented the best of independent and international cinema to inspire, delight, educate, and connect a diverse community of children and families from Rhode Island and beyond through our annual Film Festival, year-round programming and community partnerships. In 2016, PCFF was recognized by Rhode Island Council for the Humanities for our outstanding work with the *2016 Innovation in the Humanities Award* and The Law & Order Party presented PCFF with the *2016 Dorry Award for Film Festival of the Year*. Programming includes our annual Film Festival in February along with year-round educational resources, workshops and community screenings.

RESPONSIBILITIES

- Create strategy and execute the Development Plan as approved by the Board of Directors.
- Set and adhere to a communication/correspondence plan with potential supporters to meet Development Plan goals.
- Update development materials as needed to support fundraising goals.
- Secure and track Festival sponsorships from new and existing corporate and school partners.
- Plan events to generate fundraising in tandem with Executive Director and Board Development Committee.
- Coordinate relationship-building opportunities with key donors and groups.
- Solicit donations from individuals through meetings, personal asks, annual appeal campaigns, etc.
- Organize appeals including annual direct mail appeal, Giving Tuesday, Festival Dip Jars and donation envelopes.
- Track all charitable gifts, including sponsor, grantor and individual donor asks, pledges, reminders, gifts received, thank you notes and all related correspondence.
- Create reports using fundraising database (Little Green Light) and present reports to the Executive Director, funders and the Board as requested.

PREFERRED SKILLS

- A commitment to the mission and values of Providence Children's Film Festival.
- Experience in fundraising, including donor development, relationship cultivation, making personal asks, or comparable experience.
- Ability to independently manage multiple projects and deadlines.
- Demonstrates initiative, is conscientious and provides follow-through on areas of responsibility.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Word, Excel, and sufficient knowledge of database management to maintain the

fundraising database and keep track of other fundraising documents.

- Able to work collaboratively and independently.
- An interest in working remotely and/or in a shared office space.

Position: Part-time, flexible hours. Average 8-10 hours per week, position can be seasonal. (varies depends on planned tasks related to Development calendar and Festival funding cycle).

Start Date: Immediately

To apply: Please email resume and cover letter to Catherine Carr Kelly, Co-Chair, Board of Directors Development Committee, ccarrkelly@verizon.net