



DORCAS INTERNATIONAL

INSTITUTE OF RHODE ISLAND

Development Assistant Director is a position who needs an outgoing, dedicated, people-oriented professional who is simultaneously CRM savvy and detail-focused. If this sounds like you, you may be a good fit for Dorcas International Institute.

For nearly 100 years, Dorcas International Institute of Rhode Island has helped new arrivals and those with cultural, language, and learning barriers to achieve autonomy through education, employment services, refugee resettlement, family literacy, interpreting and translating, immigration and citizenship services.

The Development Assistant Director position will develop, maintain, and cultivate relationships with current and prospective donors. This includes maintaining donor database, coordinating donor mailings, communicating with donors and fund-raising leaders by telephone, e-mail, and on social media. As well as communication, cultivation, and solicitation of current small and prospective donors, this position will be responsible for creating a Culture of Philanthropy within our organization and represent, promote and sell Dorcas International Institute to existing and prospective donors. The Development Assistant Director will support the Board of Directors in their governance of the agency and the Executive Director with managing her calendar and events.

The candidate should have the following:

- ✓ A minimum of a Bachelor's degree with coursework related to the position (desired)
- ✓ Strong computer skills, including significant CRM and/or donor database experience (mandatory)
- ✓ Excellent communication and listening skills, both written and verbal (mandatory)
- ✓ Experience in non-profit fundraising (as a professional or volunteer), with a passionate interest in immigration and refugee issues (mandatory)
- ✓ High energy and a passion for making a dramatic difference in a brief period (mandatory)
- ✓ Successful track record of working collaboratively with staff, volunteers, and community partners (mandatory)
- ✓ Minimum 1-year experience of non-profit work, including annual giving, special events, major giving (desired)

Why should you apply?

- Generous employer-paid health & dental benefits
- Generous paid vacation, sick and personal leave in addition to 12-paid holidays
- Employer Paid 403b Retirement and Life Insurance
- Annual Salary \$47,000-\$55,000 commensurate with experience.

**Interested applicants should send resumes and cover letter by
12/21/2017 to Director of Human Resources, Milagro Sique at:
Msique@diiri.org**