

Development Consultant Scope of Work

Organization: Mental Health Association of Rhode Island

Pay Rate: \$75 per hour

Position Type: Project-Based Contractor

Location: Remote in Rhode Island

Mental Health Association of Rhode Island (MHARI) is seeking a project-based development consultant.

Tasks may include, but are not limited to:

1. Guiding staff, the board of directors, and its fundraising committee on stewardship and cultivating relationships with individual donors.
2. Drafting and/or reviewing appeal letters and other fundraising communications.
3. Helping with the planning and execution of special events that raise funds, educate the public on policy issues, and/or strengthen MHARI's stature in the community.
4. Writing, printing and mailing acknowledgement letters to donors (letterhead, envelopes, and postage stamps provided by MHARI). Collaborating with the Executive Director to get her signature on the letters.
5. Helping the Executive Director choose a new client relationship management (CRM) system.
6. Entering donors' gifts and communications into the CRM system.
7. Building monthly e-newsletters in Constant Contact using content provided by the Executive Director.
8. Guiding MHARI to strategically promote our work, successes, educational content, and policy priorities on our website, in our monthly e-newsletters, within the behavioral health community, and to the general public and legislature.

To apply:

Please send a cover letter, résumé and a writing sample to: employment@mhari.org. Applications will be reviewed on a rolling basis. Looking to fill this position **as soon as possible**.