



PROVIDENCE PRESERVATION SOCIETY

Development Operations Manager

Part-Time Exempt Position (30 hours/week)

Salary Range: \$48,000 - \$52,000 with Benefits

Providence Preservation Society (PPS) was founded in 1956 to preserve the city's historic buildings and neighborhoods. Over the last 70 years, we have evolved into a multidisciplinary community-focused organization working at the intersection of heritage, preservation, planning, and sustainable design. Our work spans research, reporting, education, policy, and advocacy. We are Providence's strongest advocate for the adaptive reuse of our city's building stock and have taught skill-building workshops in the preservation trades and sustainable building practices since 2021. Our current [Strategic Plan](#) prioritizes expanding our work in under-resourced neighborhoods across the city, training the next generation of heritage tradespeople and sustainable building craftworkers, and daylighting Black heritage on College Hill and in the city at large.

PPS seeks a Development Operations Manager to manage the organization's development systems and operations and support member, donor and event stewardship. This role requires exceptional organizational skills, excellent follow-through, and comfort with detail-oriented systems work. The position is part of a highly integrated office of five staff and will report to and work closely with PPS's Executive Director. It comes with the same benefits package as full-time employment at PPS.

PPS is one of Providence's legacy institutions and as one of the first preservation organizations in the country, has always played a significant role in shaping and defining preservation and heritage practice nationally. This is an exciting opportunity to join a dynamic, creative and mission-driven organization working to connect community, heritage, and place-making in a small city known for its rich history and culture.

Database Management & Reporting (40%)

- Serve as the primary administrator of DonorPerfect, ensuring accurate, up-to-date donor and member records and constituent profiles.

- Process and record incoming donations, fees, and ticket purchases.
- Generate informational reports or research as needed on donor, member or constituent history and fundraising status toward annual goals.
- Maintain donor and sponsorship menus and online payment forms.
- Maintain and update PPS's contractor referral list annually, available to members.
- Maintain Board tenure and contact information and solicit and manage Board disclosures.

Donor Communications & Administration (35%)

- Collaborate with the Executive Director to plan and execute the Annual Fund drive, providing analytics, overseeing the solicitation strategy, and tracking progress.
- Send donor and membership renewal letters, acknowledgment letters, tax receipts, and all other related stewardship communications.
- Assist in creating and printing custom donor impact reports, fundraising collateral, and the Annual Report.
- Communicate with members and donors to answer questions, address issues, or coordinate membership benefits.
- Provide logistical support for fundraising and donor appreciation events.
- Maintain stocks of stationery and other materials or gifts used in stewardship communications.

Grant & Operations Management (25%)

- Assist the Executive Director in grant registration, preparation of documents, grant submission, and grant-related data collection and reporting.
- Maintain internal grant tracking expenditure information and submit invoices when required for cost-reimbursement grants.
- Collaborate with staff to research grant opportunities.
- Provide event support by managing registration and ticket sales in Eventbrite, coordinating print assets, and overseeing scheduling and management of volunteers for PPS's signature event, the annual architecture and design festival.
- Manage info@ email account and incoming phone calls.
- Oversee technology infrastructure, including phone system, referring complex problems to IT manager.

Qualifications

- 2 or more years of experience in development operations, fundraising administration, operations, or a related field; nonprofit experience strongly preferred.
- Bachelor's degree required; degree in nonprofit management, communications, business, or a related field preferred.
- Proficiency in Microsoft Office Suite, Adobe, and Canva.
- Experience with DonorPerfect, Constant Contact, or similar platforms preferred.
- Proven ability to triage and prioritize projects with varying timelines and deadlines.
- Ability to work effectively and comfortably in a city that is multi-cultural and multi-lingual with demonstrated cultural awareness and competency skills and a commitment to the equity and justice-oriented mission outlined in PPS's current strategic plan.
- Ability to work flexible hours; occasional evening and weekend hours may be required.
- Must be able to complete projects that include standing, walking, bending, and lifting of items 20+ pounds.

Key Attributes

- Highly organized, thorough, and detail-oriented, with a passion for systems, data, and operational excellence.
- Solutions-oriented, proactive and resourceful; anticipates problems and finds ways forward with available tools.
- Collaborative and adaptive, with the ability to effectively support and engage a variety of stakeholders.
- Exceptional communication skills.

PPS fosters a diverse and inclusive workplace. We are committed to reflecting the communities with whom we work and encourage members of traditionally underrepresented populations to apply. This position is based in Providence, and candidates should be based in the area or willing to move. Providence is a diverse city of 190,000 that is home to Brown University, Rhode Island School of Design, Providence College, and other institutions of higher education, located one hour from Boston.

Compensation & Benefits

This is a part-time salaried professional position (30 hours/week) with a salary range of \$48,000 to \$52,000 commensurate with experience. PPS offers a generous benefits package, including:

- Paid time off including 16 paid holidays; 10 vacation days; 10 sick days; 2 personal days; and bereavement days each year.
- PPS pays 90% of the premium for individual health care coverage and individual dental coverage (employee pays remaining 10%).
- SIMPLE retirement plan; PPS provides a matching contribution of up to 3% of employee's salary.
- Current policy allows for remote work on Fridays; Monday-Thursday are in-office work days.
- Annual professional development stipend to build competencies in skills adjacent to core responsibilities.
- On-site parking.

To Apply

Interested applicants should send an email to jobs@ppsri.org with "Development Operations Manager" as the subject line. The email should contain the following (please send as a single PDF document):

- A cover letter that describes in detail how your experience and skills match the responsibilities of this position and your mission alignment with our work (please do not use AI to write this letter).
- A resume or CV.
- The names, titles, and contact information for three professional references with whom you have worked in some capacity in the last four years.

Applications are being accepted on a rolling basis and will be reviewed beginning July 6, 2026. This job posting is also available online at ppsri.org.