



**McAuley Ministries
Development Associate**

The Position:

This position offers a highly organized, strategic, conscientious, individual with excellent communication skills the opportunity to work with a team of talented professionals dedicated to providing compassion, hospitality and dignity to people from vulnerable populations who are working to attain their best life possible.

This is a full-time position. The salary range is between \$38,000 and \$42,000 dependent on experience. Benefits include Health Insurance, 401-K, LTD, holiday, sick, and vacation benefits.

Tasks included in the job description:

- Prepare communications materials for employees, donors, trustees, guests, residents, and corporate partners
- Plan and execute fundraising activities
- Maintain communications with external vendors
- Prepare bank deposits
- Work within the fundraising database to maintain donor records
- Manage the process of grant application and fulfillment under the direction of the Executive Director
- Respond and redirect inquiries from information email address
- Capable of working independently and taking initiative
- Other duties and projects as assigned

Knowledge, Skills, and Abilities:

- Intermediate or advanced knowledge of the Microsoft Office Suite
- Competent at adapting to varied computer programs and portals used by vendors and applicants
- Preference for experience with eTapestry, Blackbaud or other donor management systems
- High level of interpersonal skills
- Attention to detail in composing, typing, and proofing materials, establishing priorities, and meeting deadlines
- Excellent communication skills
- Preference for skilled presentation graphics, and use of email marketing communications such as Mail Chimp and Constant Contact

Equipment Operated: Standard office equipment including computers, fax machines, copiers, printers, telephone, calculators, etc.

Work Environment: Position is in an office environment. Will require occasional travel between locations and Citizens Bank.

Interested candidates should email a cover letter and resume to Barbara Haynes, Executive Director, McAuley Ministries, bhaynes@mcauleyri.org, or by mail to:

Barbara Haynes, Executive Director, 622 Elmwood Avenue, Providence, RI 02907

About McAuley Ministries:

McAuley Ministries is a 501 c-3, sponsored by the Sisters of Mercy, offering food, shelter, clothing and respect for the most vulnerable in the community. McAuley Ministries includes McAuley House, McAuley Village, and the Warde-robe.

Monday through Friday McAuley House provides a self-serve breakfast, a nutritious and nourishing lunch, and a full take-away evening meal following our afternoon enrichment program. On Mondays and Wednesday, there is a food pantry with food sourced by the RI Food Bank and other supporters. Each week, more than 100 families receive weekly perishable and non-perishable nutritious items. All our guests are served with hospitality, compassion, and dignity in an atmosphere of love and respect.

McAuley Village is a two-year family-building transitional housing program for twenty-three single mothers and their children. Since 1990, this program has used innovative and proven models to move families into self-sufficiency, and in recent years this program has had a success rate three times that of the national rate.

The Warde-robe is our thrift store ministry in Central Falls, offering quality, gently used clothing and household goods to families and individuals who have difficulty making ends meet. With a welcoming atmosphere, the store preserves the dignity of each person who walks through its doors.

McAuley Ministries is an equal opportunity employer committed to providing an inclusive and welcoming environment for all members of our staff, volunteers and clients. We respect equality and inclusivity for all people and will not discriminate on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran status, sexual orientation, gender identity, gender expression or other marginalized identities. We respect, value and celebrate the unique attributes, characteristics and perspectives that make each person who they are.