



# Providence Student Union

## Position Description: Individual Giving Assistant

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**Location:** Providence, RI

**Reports To:** Co-Executive Directors, Diana Canales and Precious Lopez

**Application closes:** May 30th, 2021

**Expected start date:** June 14th, 2021

### Position Overview

Providence Student Union (PSU) is a youth-led organization that is building student power to ensure young people have a fair say in improving their education. PSU seeks an Individual Giving Assistant who is skilled, flexible, and devoted to our mission. This position leads the Development Department's focus on individual donor fundraising: prospect, cultivate, and steward long-term relationships built on donors' philanthropic needs, interests, passions and values. This position leverages key relationships and contacts within the community, in collaboration with Providence Student Union staff, board of directors, and board committee members to achieve revenue goals and engage individual donors.

### Essential Functions

#### Help lead individual donor cultivation

*Approximately 50% of time/effort*

- Execute strategies to appreciate current PSU donors -track and write PSU thank you notes to donors
- Meet new donor recruitment goals, especially recurring donors
- Spearhead current PSU "adult membership" strategy
- Communicate regularly with donors through phone, email, etc., and support students to lead these communications
- Answer donor and staff inquiries in a timely fashion
- Build and execute strategies to recruit and retain major donors

#### Adult Supporter Data Entry and Documentation

*Approximately 50% of time/effort*

- Keep the PSU adult ally contacts up-to-date

**Providence Student Union**  
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(401) 479-7031 | @pvdstudentunion  
Diana@pvdstudentunion.org

- Monitor and improve PSU's adult intake forms

Regularly sync adult data across our different platforms (Action Network, Airtable, Bloomerang, Facebook)

- Clean and maintain PSU's donor database
- Build a list of, and cultivate, businesses that may sponsor PSU long-term
- Record donor information and donations in PSU database
- Track budget and expenses related to PSU annual fundraising event
- Assist with additional PSU events or initiatives that may arise

## **Qualifications and Skills**

### Required

- 5-8 years experience of fundraising, community organizing, and/or nonprofit management experience
- Excellent interpersonal communication skills; outgoing, friendly, and personable
- Excellent follow-through on projects
- Attention to detail, especially for recording donor data, financial data, and timesheets
- Background check (BCI)
- Travel to community partners, businesses, etc. on occasion
- Flexible scheduling—including potential mornings, evenings, and/or weekends
- Ability to deal with confidential information and/or issues using discretion and judgment

### Preferred

- Proficiency in multiple languages, especially English and Spanish
- Past experience working with young people
- Car and ability to travel
- Experience using PSU digital applications, including Airtable, Google Apps, Bloomerang, and QuickBooks

## **Compensation**

This is a temporary part-time summer position, compensation is \$20 an hour for 20 hours per week. Discussion for continuation may be an option.

## **Application**

Interested applicants should submit a resume and a cover letter to [Diana@pvdstudentunion.org](mailto:Diana@pvdstudentunion.org)  
Please include Individual Giving Assistant in the subject line.

Providence Student Union is a 501(c)(3) nonprofit organization and an equal opportunity, affirmative action employer. People of color, women, multilingual people, LGBTQQI people, differently-abled people, and longtime Providence, RI residents are encouraged to apply.

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Date Approved: May 10, 2021  
Last Reviewed: May 8th, 2021