### ****Advancement Officer****

The Rhode Island Historical Society (RIHS) seeks a driven, results-oriented, and entrepreneurial professional who is passionate about connecting Rhode Islanders with their history and heritage.

POSITION SUMMARY  
Reporting to the Deputy Executive Director for Finance and Administration, the Advancement Officer will be responsible for implementing a fundraising program that develops individual and corporate contributed income sources for RIHS, with an emphasis on the annual fund, program sponsorship, donor cultivation and planned giving.  The Advancement Officer will supervise the Communications and Digital Outreach Manager and the RIHS Advancement Coordinator. This position will be supported (as needed) by the RIHS’s Executive Assistant. The Advancement Officer will work closely with the Executive Director, the Deputy Executive Director for Collections and Interpretation, and the Director of the Museum of Work &amp; Culture, to support the strategic advancement goals of the RIHS– always with an eye towards high-quality customer service.

DUTIES AND RESPONSIBILITIES  
• Support RIHS’s mission, values, vision, and core commitment to community engagement and institutional relevancy for the future  
• Contribute to and support the RIHS strategic plan, annual priorities, and institutional initiatives  
• Develop and grow our individual donor base; with Executive Director, cultivate major gifts and ensure board members are engaged and energized by their association with the organization  
• Cultivate and nurture relationships with current and potential corporate and foundation sponsors and individual donors  
• Work with staff across departments to coordinate or assist with grant proposals and reports to corporate, foundation, and government funders  
• Develop, achieve, and report on key financial and advancement goals;  
• Provides input on training, strategy, and counsel to Executive Director and Director of Business Operations and Finance; and  
• Other duties as assigned.

EDUCATION, EXPERIENCE, QUALIFICATIONS  
• Bachelor’s degree (B. A.) from a four-year college or university, and three+ years of experience in advancement, or equivalent combination of education and related  
development experience; demonstrated knowledge of fundraising best practices;  
•Proven success in donor solicitation on the local and regional level; Donor contacts and community involvement is highly desirable.  
• Excellent written and verbal communication skills  
• Administrative and customer service experience, preferably with nonprofit membership, and event planning experience  
• Relational database experience; DonorPerfect experience preferred; MS Office (Word, Excel, PowerPoint)

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS  
This is a full-time exempt position and requires a flexible schedule for regular business hours Monday through Friday, as well as other hours to support and attend RIHS programs, fundraisers, special events, and other related donor cultivation activities that occur on evenings and weekends.

EEO STATEMENT  
The Rhode Island Historical Society is an equal opportunity employer. We do not discriminate in hiring or employment against any individual on the basis of race, color,  
gender, national origin, ancestry, religion, physical or mental disability, age, veteran status, sexual orientation, gender identity or expression, marital status, pregnancy, citizenship, or  
any other factor protected by anti-discrimination laws.

TO APPLY  
Email letter, resume/CV and names of three references to: [jobs@rihs.org](mailto:jobs@rihs.org) with Advancement Officer in the subject line.

No phone calls, please.