

Advancement Specialist

Reports to: Chief Advancement Officer

FLSA Status: Non-Exempt

Salary Range: \$50,000–\$54,000

Date: February 2026

Mission: To create and support one-to-one mentoring relationships that ignite the power and promise of youth.

Position Summary

Reporting to the Chief Advancement Officer, the Advancement Specialist is a member of the Advancement department (fund development and marketing) and is responsible for executing fundraising events, donor stewardship, and sponsorship fulfillment.

This role ensures that donors and sponsors experience Big Brothers Big Sisters of Rhode Island as organized, thoughtful, and worth investing in year after year. The Advancement Specialist manages the logistics, follow-through, and relationship touchpoints that turn one-time gifts into long-term support.

If you enjoy bringing order to moving parts, building relationships, and seeing an event or campaign come together successfully, this role will feel rewarding.

Duties and Responsibilities

Fundraising Events

- Plan and execute fundraising events including Bowl for Kids' Sake and cultivation events.
- Manage timelines, vendor coordination, sponsorship fulfillment, guest lists, and on-site logistics.
- Coordinate post-event follow-up including donor acknowledgments and internal debriefs.
- Track event performance and provide summaries to the Advancement team.

Donor Stewardship

- Execute donor acknowledgment processes to ensure timely and accurate recognition.
- Coordinate ongoing stewardship touchpoints in partnership with the Chief Advancement Officer.
- Track donor engagement activities in the donor management system.
- Support cultivation meetings and prepare materials as needed.

Sponsorship Management

- Manage sponsorship fulfillment and ensure sponsors receive agreed-upon benefits.
- Track sponsor deliverables across events and campaigns.
- Coordinate sponsor recognition in collaboration with the Content & Campaigns Specialist.

Fundraising Platform Management

- Manage Qgiv setup and execution for events and campaign pages.
- Ensure event registration pages and peer-to-peer platforms are accurate and functional.
- Monitor performance and provide regular updates.

Cross-Functional Collaboration

- Partner with the Content & Campaigns Specialist to align event communications and promotion.
- Work with program staff to identify opportunities for donor engagement.
- Collaborate with Board members and volunteers as appropriate to support fundraising efforts.
- Coordinate internally to ensure accurate donor records and stewardship tracking.
- Partner with Donation Center leadership to support corporate clothing drives and community-based collection efforts, ensuring sponsors and partners receive timely communication and fulfillment.
- Coordinate donor and sponsor recognition efforts related to Donation Center initiatives in collaboration with the Content & Campaigns Specialist.
- Support stewardship activities for corporate and community partners who host clothing drives.

Experience and Background

We do not require a specific degree for this role. We value experience, follow-through, relationship skills, and the ability to manage complexity.

The ideal candidate will have:

- Two or more years of experience in fundraising, event management, nonprofit development, or related work.
- Experience coordinating events or managing multi-step projects.
- Strong organizational skills and attention to detail.
- Comfort working with fundraising or registration platforms.

Experience with donor management systems such as DonorPerfect and fundraising platforms such as Qgiv is preferred but not required. We are willing to train the right candidate.

Knowledge, Skills, and Competencies

Relationship Skills

- Professional, confident communication with donors and sponsors.
- Ability to build and maintain positive relationships.
- Strong customer-service mindset.

Organization and Execution

- Ability to manage multiple event timelines simultaneously.
- Strong attention to detail.
- Ability to anticipate needs and solve problems proactively.

Technical Proficiency

- Experience working with fundraising platforms or willingness to learn quickly.
- Comfort tracking data and maintaining organized records.

Collaboration and Teamwork

- Ability to work collaboratively across departments.
- Strong communication and follow-through.

Ethics and Integrity

- Commitment to maintaining donor confidentiality.
- Alignment with BBBSRI's core values: Respect, Accountability, Integrity, Safety, Empowerment, and Partnership.