

# Use Your Fundraising and Writing Experience to Protect Great Apes and Monkeys in Africa

## *PASA is seeking a Development Specialist*

The Pan African Sanctuary Alliance (PASA), the largest association of wildlife centers in Africa, is seeking a Development Specialist.

In this full-time position, you will work closely with PASA's Development Manager and other staff to help develop and execute the organization's fundraising strategy, including online donor acquisition, digital fundraising, grant writing, and cultivating relationships with donors and funding organizations. Your writing will range from formal grant proposals to emotive email appeals.

To fill this position, you will have excellent writing skills, organizational skills, and attention to detail, and experience working closely in a team environment.

The ideal candidate will live in (or relocate to) Portland, Oregon, USA. However, a strong candidate will be considered for remote work if relocation is not possible.

Please see the full job description below for more details.

**To apply:** please send a cover letter that states why you are a good fit for this position, your resume/CV, two professional writing samples, and contact information of three references to [info@pasa.org](mailto:info@pasa.org).

**Application deadline:** December 22, 2020.

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## **Pan African Sanctuary Alliance**

### **Job Description: Development Specialist**

**Main purpose of the job:** Work closely with PASA's Development Manager and other staff to help develop and execute the organization's fundraising strategy.

Full time employment

A minimum 18-month commitment is expected; longer is preferred

Reporting to the Development Manager

## **Main Responsibilities**

- Collaborate with PASA staff to produce emotive email appeals, including analyzing performance of mass emails, researching topics for emails, and requesting information and photos from African sanctuaries
- Manage PASA's grants program, including researching funding organizations, training new grant writing volunteers, editing grant proposals, and writing proposals as needed
- Manage PASA's databases of donors, funding organizations, and email contacts
- Research and help build relationships with major donors, new donors, and contacts at foundations, largely through personalized communications
- Contribute to developing PASA's fundraising strategy

## **Additional Responsibilities**

- Write and edit reports to funders on the use of grants
- Generate reports from PASA's databases to help with targeting communications to relevant audiences
- When appropriate, segment PASA's email list and send different versions of emails to different groups of supporters
- Give presentations to members of the public to raise awareness of PASA's mission
- Fill other roles and complete tasks as needed

## **Qualifications**

- Excellent writing skills, including writing in diverse styles and for diverse audiences
- Excellent administrative skills including organization and attention to detail
- Experience working in a collaborative team environment
- Demonstrated efficiency, versatility, and ability to complete tasks within deadlines
- Experience in development, digital communications, and/or marketing is preferred
- Demonstrated passion for animal welfare, wildlife conservation, and/or primates

**About PASA:** The Pan African Sanctuary Alliance (PASA), the largest association of wildlife centers in Africa, includes 23 organizations in 13 African countries. The Alliance is securing a future for Africa's great apes and monkeys by working to stop the illegal wildlife trade, rescuing, rehabilitating, and reintroducing orphans of the trade, protecting wild primate populations and their habitats, and educating and empowering communities. PASA strengthens its member organizations and is building a global movement to save Africa's primates. The combination of PASA's worldwide network and its members' local expertise uniquely positions the Alliance to make a significant, sustained impact. Learn more at [www.PASA.org](http://www.PASA.org).