

Now Hiring: Development Assistant

United Way of Coastal Fairfield County is guiding people who are facing significant problems, empowering them to solve them, while also addressing their root causes. We have spent decades building partnerships across Fairfield County, which we leverage as we work innovatively to help each person realize their promise and potential.

Reporting to the Director of Development, this is a new junior development position providing support to the development operation. Success in this position requires discretion, flexibility and an ability to understand the development process – how to move people to think, connect and donate. This position also requires one to work well with a wide variety of stakeholders, from staff and vendors to donors, board members, community leaders and CEO's. This person must be fluent in the use of technology and understand the basics of development, including grant writing, events and the importance of engaging prospects and expressing gratitude to donors.

Specific Responsibilities:

- “Contact Lead.” Deep knowledge of who is in our development orbit and the many moving pieces that we manage. Understand who are high-touch contacts (major donors, major corporations, grantors) and who are low-touch contacts (low-dollar campaigns, direct mail). Resolve issues with donors/contacts (i.e. change of address).
- Manage low-dollar workplace accounts, and/or help set-up appointments with them for development staff.
- Generate grant revenue. Own the grant writing process. Once a grant “template” is created, write grants, own the process and inform others when their input is needed or when they need to take the lead. Look for grant opportunities as well.
- Track donations against goals and prior years, report weekly.
- Serve as point person for development volunteers.
- Support Director of Impact Philanthropy with major gift and IP Committee work.
- Provide support for all development events, and be present in the community.
- Manage development database – input and update records, including addresses, relationships and research. Conduct prospect research. Input meeting notes and donor/prospect affiliations.
- Produce thank you letters for gifts within three days of receipt.
- Support Director of Development with campaign materials, mailings and activities. Procure and maintain the campaign materials inventory and prepare campaign material packages, including preprinted pledge cards, CEO and ECM presentation folders.
- Take minutes of development and board meetings.
- Other duties, as assigned.

Qualifications

- Bachelor's degree
- Fluent in the use of technology.
- Highly organized -- excellent organizational skills and can handle multiple projects simultaneously
- Can-do spirit. Positive, energetic and professional manner, with sound judgment and discretion in handling confidential information
- Unflappable under stress, an ability to manage several projects simultaneously with apparent ease, and an entrepreneurial mindset: strategic, with a bias towards action
- Great customer service skills
- Excellent verbal and written communication skills.

Interested? Submit a cover letter and resume to hr@unitedwaycfc.org. No calls please.