



Sr. Associate, Development

Mission

Fairfield County's Community Foundation (FCCF) promotes philanthropy as a means to create change in Fairfield County, focusing on innovative and collaborative solutions to critical issues impacting the community.

Background

FCCF is the third largest community foundation in Connecticut with assets of approximately \$224 million. FCCF manages 600 charitable funds and raises \$20 million annually from diverse donors to support a variety of charitable interests. Contributions can be made for the general benefit of the community or designated to a specific purpose, cause or nonprofit organization.

The Position

The Sr. Associate will work closely with the Chief Revenue and Business Development officer and the VP, Development. This role is responsible for assisting with fundraising and development work, including efforts to grow and help manage the Community Foundation's donor partnerships. The role will manage all aspects of the corporate and foundation grant applications process along with research, reporting, prospecting and donor stewardship activities.

Responsibilities

- Maintaining portfolio of foundation and corporation renewal grant proposals under \$25k, as well as grant reports and regular stewardship efforts- this includes maintaining grants calendar, writing grant proposals, and working with program staff to capture program details
- Assist with building and developing new relationships with prospective donors and enacting fundraising strategies in collaboration the development team
- Foundation and corporation research
- Individual prospect research
- Creating foundation, corporation and individual prospect profiles
- Maintain donor information in the database, including contact information, dates of and notes from meetings, reporting and submission deadlines, and correspondence with donor staff
- Donor event planning – at least 2 annually- includes venue selection, organizing invite list, managing the Run of Show and all event details
- Appeal writing and producing letter merge
- Other development and administrative support to the Development team as needed

Qualifications

- Bachelor's degree required
- 3+ years of relevant work experience in a nonprofit or fundraising setting
- Demonstrated interest in working in the nonprofit field and in fundraising
- Ability to multi-task and meet competing deadlines
- High energy and positive personality
- Demonstrated track record in writing successful grant proposals
- Excellent communication and writing skills, combined with strong organizational and relationship building skills
- Knowledge of FIMS (a plus)