



Development Associate

Full Time

Norwalk, CT, US

We have a new job opportunity for an enthusiastic self-starter Development Associate to join our Development Team.

Overall goal of Development & Marketing: To raise funds in support of Agency programs and build awareness of Family & Children's Agency (FCA) and its mission in the community, by informing, educating, and promoting FCA's services and programs.

The principal responsibilities for the Development Associate role include maintaining donor database (Raisers Edge), including entering all donations and generating acknowledgement letters. Oversee individual in-kind donations and act as liaison with community partners on behalf of FCA for agency-wide in-kind donations. Maintenance of Development files, including regular filing of copies of acknowledgement letters, purging, reorganizing, and maintain data files (computer) as needed. Responsibilities also include recording and maintaining minutes and other administrative tasks. This position also assists with special events, including support to committee members, working with vendors, and administering mailings, in addition to assisting with Community Engagement and Communications & Marketing activities.

In collaboration with Director of Development, coordinate with Finance to ensure that all revenues and expenses relating to Development activities are reconciled on a regular basis.

Assistance in all general Development functions, including organization and general maintenance of Development office area and supply closets; tracking of Development expenditures; ordering of office supplies for department; participation and support with Community Engagement and Communications & Marketing initiatives as needed.

Requirements:

- Bachelor's degree
- Strong computer skills, experience with Microsoft Office Suite; Raiser's Edge experience preferred
- Strong organizational skills and attention to detail
- Works efficiently while juggling a variety of tasks and projects
- Flexible team player, interpersonal skills, and ability to work well with individuals across all levels
- Interpersonal skills and ability to work well with individuals across all organizational levels
- Awareness of the cultural and socioeconomic characteristics of clients served and donors / volunteers
- Understanding of nonprofit culture and practices

Salary range: \$42,000 - \$47,000

Click [here](#) to apply.