



Coordinator, Annual Giving & Database

Inspirica strives to end homelessness and housing insecurity by helping individuals and families achieve stability through support services and affordable housing. We are one of the largest providers of services to the homeless in Connecticut and the largest in Fairfield County.

In FY21, we housed over 500 adults and children in 12 residential facilities, including emergency shelters, transitional, deeply affordable, and permanent supportive housing, and rapid rehousing. Our support services are similarly comprehensive and include vocational training, workforce education, job placement, housing placement, job & housing retention support, early childhood & parenting services, children's services, health care, counseling, case management, and more. Additionally, we provide direct access to mental health, psychiatric and dental care, and substance abuse treatment through a network of strategic partnerships.

We are a results-oriented organization with a caring professional staff and dedicated volunteers who believe in individual human potential, personal accountability, and mutual respect.

Position Overview

This is a dual role and that is essential to the overall of the Development Department. The primary focus – about 70% of the position -- consists of data management and analysis that will be used to help build department-wide strategy using data analytics, maintaining a donor pipeline, and introducing a moves management system. Below describes the role and responsibilities of the position followed by topline skill-sets that are required.

Database Responsibilities

- Ensuring efficiency and timeliness in processing, recording, and acknowledging donor information and donations using best practice techniques to maintain optimal data integrity;
- Running gift reports and providing analysis on the department's progress against goals for board meetings, the CEO and, when needed, grants and foundation reporting;
- Creating donor lists as needed for various mailings and communications, including event invitations, postcards, appeal letters, etc.
- Vetting prospects/donors and funneling those who qualify into the department's pipeline, including utilizing Donor Search and other tools to conduct prospect research, which feeds and populates each team member's portfolio;
- Supporting team members as they transition to a portfolio-oriented model and acclimate to managing their respective portfolios, a new moves management system, and maintaining up-to-date information and actions on their donors and prospects

- Revising and modifying protocols around the database and data entry which all team members will be expected to follow;
- Working with the Finance Office to ensure reconciliation of gifts/donations, gift counting posting, and processing gifts, to maintain reporting accuracy as well as ensuring timely donor acknowledgement; and
- Working with the Department head to establish long term goals and objectives, strategize annual campaigns such as the year-end appeal, online giving and in-kind donations.

Annual Fund Responsibilities

- Plan, organize, implement, and evaluate a strategic annual giving program that primarily raises unrestricted gifts for Inspirica. Success in this role directly effects the donor pipeline and future major gifts;
- Focus on building a year-round fundraising plan for the Annual Fund, including goals, strategies, and programming that aims to build and engage Inspirica's donor base
- Grow and expand the annual fund through a variety of means including identifying, cultivating, and stewarding relationships with established and new donors, as well as identifying potential campaign and planned giving prospects;
- In coordination with Marketing and Communications, create and manage a calendar/schedule of multidimensional appeals that leverages digital and online solicitation campaigns, annual appeal, and end of year mail appeal
- Prepare and produce all development solicitation mailings as well as an effective process to ensure donor acknowledgment letters, recognition in the Annual Report, and the delivery of any necessary reports and communications, such as pledge reminders, to appropriate constituents; and
- Perform a comprehensive analysis of the Annual Fund results and makes recommendations for program changes for the following year.

Qualifications

- Bachelor's degree
- Minimum two-year's experience working in a development role.
- Experience and highly proficient at managing, working with, and organizing databases, including running queries, data entry, etc. Raiser's Edge preferred.
- Attention to detail, accuracy, and proficiency with regard to handling data and executing reports.
- Proficient on Microsoft office with emphasis on Word and Excel.
- Strong communications skills, both written and verbal.
- Strong process, planning and implementation skills.
- Creative problem solver and strategic thinker.

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- Excellent time-management and prioritization skills to handle multiple assignments simultaneously.
- Ability to understand and interpret instructions as well as work independently with minimal supervision and as part of a team.
- Strong sense of fundraising ethics and practices, and respect for confidentiality of donor information.
- Positive attitude, flexible approach, and a sense of humor.

Compensation

- Salary range: \$47,000 - \$52,000, based upon experience

Candidates should submit resume, and cover letter by e-mail to the below email address, with

“Associate Database-Annual Fund” in the subject line:

search@InspiricaCT.org

Inspirica is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, race, religion, national origin, gender, marital status, veteran status, the presence of a non-job-related handicap, or any other legally protected status.