



THE CENTER FOR FAMILY JUSTICE

753 Fairfield Avenue
Bridgeport, CT 06604
(203) 334-6154

www.centerforfamilyjustice.org

JOB DESCRIPTION

Title: Philanthropy and Impact Associate

Date: 1/2023

Reports to: Director of Philanthropy and Impact

Status: Part-Time (21.0 hours/week)

Summary

Provides administrative and executive support to Director Philanthropy and Impact and assists with all tasks, events and programs that fall under the Development Office. Focus on marketing, events, and impact initiatives.

Responsibilities

- Represents The Center at volunteer, community and fundraising meetings as assigned
- Support role for all development initiatives
- Acknowledgement process (data input and letter creation)
- Data base management to include: updating of donor database, including entering donations, reconciling batches with Finance Department, and creating and mailing donor acknowledgements

Qualifications

- Bachelor's degree preferred
- Strong commitment to the Center's mission
- Excellent verbal communication skills
- Knowledge of Microsoft word and Excel
- Ability to work with diverse populations
- Ability to work independently and as part of a team
- Ability to handle multiple tasks
- Detail-oriented, including strong proof reading skills
- CRM knowledge a plus
- Ability to maintain a high level of professionalism and judgment.
- Ability to maintain confidentiality

Preferred

- Previous experience with administrative duties
- Positive attitude towards others in the work place

Compensation - \$25.00/hour

To Apply – Please send all submissions to: wendy@hr-consulting-group.com.

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to the classification. They reflect the essential elements and general responsibilities of the position, but are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The performance of all essential functions listed is subject to reasonable accommodation in accordance with the Americans with Disabilities Act.