

**Position:**

New Canaan Community Foundation  
Development & Communications Associate



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**Organization:**

Founded in 1977, the New Canaan Community Foundation is the local charitable partner for all New Canaan residents and offers a wide range of philanthropic and educational services. The Foundation has assets of approximately \$25 million and annually awards approximately \$2 million in grants and scholarships to nearly 100 local nonprofit organizations. The Foundation also works closely with families and businesses on their charitable giving strategies, including managing donor-advised and other charitable funds.

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**Position:**

Reporting to the Development Manager, the Development & Communications Associate is a full-time position that supports the Foundation's Annual Giving efforts, including fundraising, events, marketing and communications.

**Responsibilities:**Development

- Support the Development Manager, President & CEO, and Development Committee in pursuit of the Foundation's ambitious fundraising and engagement goals;
- Manage gift processing, entry in the Foundation's CRM system, creation and mailing of tax acknowledgement letters in an efficient and timely manner;
- Produce regular gift and other activity reports for staff team, Development Committee and Board of Directors;
- Produce periodic donor reports and prospect lists using CRM database for purposes of ongoing donor tracking and moves management;
- Help prepare development solicitation mailings as well as an effective process to communicate results with appropriate constituents;
- Collaborate with staff and Events Committee to develop annual engagement events calendar and identify new opportunities;
- Support development events including invitations, RSVP tracking and event logistics;
- Coordinate volunteers that support Development and Events committees;
- Draft calendar and deliverable timetables for development activities.

Communications

- Oversee calendar and deadlines for printed collateral, including the Annual Appeal, Annual Report, and Annual Luncheon;
- Manage and regularly update contact information in CRM database;
- Manage email communication contact list;
- Manage regular website updates;
- Coordinate with contract positions on additional communications and marketing work over time.

**Experience/Qualifications:**

- Excellent customer service skills and ability to interact with a wide variety of people
- Strong verbal and written communication skills
- Exceptionally detail-oriented, with strong time management to accommodate multiple projects and ability to prioritize
- Works well independently and is a proactive problem-solver
- Fluent with email and Microsoft suite; ability to learn new database and other software systems
- Fundraising, events, marketing or communications experience preferred
- Familiarity with New Canaan a plus
- Interest in philanthropy and supporting the local nonprofit sector

**Position & Compensation:**

This is a full-time, non-exempt position. Anticipated working hours are 40 hours/week but could be adjusted to part-time for the right candidate. The Foundation currently operates on a hybrid schedule, with both in-person and remote work days.

Salary for this position is based on experience but expected to be approximately \$50,000-\$55,000 annually. The New Canaan Community Foundation offers competitive benefits, currently including: medical coverage (\$500/month toward medical insurance premium, plus additional employer-funded contributions to HRA account), life insurance and long-term disability coverage, retirement contribution (7% of salary), paid vacation time (starting at 15 days), paid sick, and parental/medical leave. Professional development opportunities are also encouraged.

**To apply:**

Email resume and cover letter to [careers@newcanaan.org](mailto:careers@newcanaan.org). No phone calls please.

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Our Mission

New Canaan Community Foundation addresses our community's needs by providing leadership on local issues, making impactful grants, and facilitating New Canaan's effective charitable giving.

Our Vision

A town that comes together to meet the needs of New Canaan and its neighbors, creating a healthier and more vibrant community.

Our Values

- **Integrity:** We serve in ways that are responsible, transparent, and accountable to our community.
- **Partnership:** We actively listen, collaborate, and bring people, perspectives, and resources together.
- **Creativity:** We are curious, forward-looking, and adaptive in our approaches to problem-solving.
- **Leadership:** We pursue understanding, cultivate expertise, and initiate community action.
- **Inclusion:** We build a caring and welcoming community that fosters belonging.

For more information, please visit [www.newcanaan.org](http://www.newcanaan.org)