

**POSITION TITLE: Development Assistant**

Non-exempt

$20 - $28 an hour

30 hours per week with the possibility of 40 hours per week

# *About Connecticut Community Foundation*

Established in 1923, Connecticut Community Foundation fosters an equitable and inclusive community in Greater Waterbury and the Litchfield Hills by inspiring generosity, supporting organizations, and cultivating effective leaders. While serving this 21-town region, the Foundation provides leadership in addressing the community's critical issues, strengthens local nonprofit organizations through grants and technical assistance programs, and works with individuals, families, nonprofit organizations and corporations to administer more than 500 charitable funds.

# *Our Values*

The Foundation strives to be open, strategic, and fair, demonstrating integrity and commitment for the long term. We are a welcoming partner that works to meet community needs by effectively transforming ideals into action. Values the Foundation embraces and practices include:

* **Equity, Diversity and Inclusion.** We welcome, invite, and commit resources toward the participation and well-being of all in our community.
* **Integrity and Transparency.** We hold ourselves to high standards of ethics, service, stewardship, and accountability to our donors, partners, and community.
* **Courage and Purpose.** We set ambitious goals, forge connections, and collaborate to address our community’s needs.
* **Thoughtful Leadership**. We listen, learn, and evolve along with our community.

# *The Opportunity*

This position reports to the Director of Development and also works with other departments across the organization. The position offers opportunity for growth in the area of development. The development assistant will perform all necessary administrative support and coordination, including but not limited to these primary areas of responsibility: (1) development department support; (2) event planning and coordination; (3) communications support; (4) facilities management; (5) general administrative support.

1. Development Department Support

Provide support to the development director and development officers and coordinate activities within the development team. Duties **include but are not limited to** the following:

* Processing of donor gifts, including the creation of gift acknowledgement communications
* Processing donor-advised grants
* Creating and maintaining accurate mailing/marketing lists
* Coordinating and assisting with mailings
* Creating and processing fund agreements
* Managing data in our integrated data system
* Assisting with planning and execution of Give Local Greater Waterbury and Litchfield Hills, an annual 36-hour online giving campaign
* Assisting with the creation and distribution of fund statements
* Drafting of donor communications
* Communications with donors as appropriate
* Participation in weekly Development Team meetings

1. Event Planning and Coordination

Work with Foundation staff to plan and execute a variety of events. Duties include:

* Securing locations and onsite logistics for events, including coordinating with outside vendors
* Managing invitation lists, registration and follow-up communications relating to events
* Setting up and breaking down of in-person events, including audio visual equipment and refreshments
* Providing technological and logistical support for online events
* Providing ongoing logistical and administrative support for Foundation programs, including Give Local Greater Waterbury and Litchfield Hills

1. Potential for Communications Support

For a candidate with strong writing skills, work with communications and development staff to create and share communications aligned with the Foundation’s mission and priorities. Duties potentially include:

* Creating donor communications for use in solicitation letters, marketing collateral, invitations, social media, and newsletters
* Writing stories that illustrate the Foundation’s priorities, activities, and impact
* Compiling and distributing media mentions of our work

1. Facilities Management

Oversee and manage the day-to-day operations of our building. Duties include:

* Communicating with contractors to handle building repairs (plumber, electrician, telephone and cable companies, etc.)
* Keeping a building maintenance schedule for window cleaning, carpet cleaning, heating system maintenance, landscaping, etc.
* Managing staff and visitor parking and building security

1. General Administrative Support

Provide administrative and project support to Foundation staff. Duties include:

* + Opening and routing mail
  + Answering telephones
  + Performing clerical tasks as assigned
  + Maintaining inventory and ordering supplies
  + Maintaining organization-wide calendars and email boxes
  + Entering data and maintaining accurate information in Akoya database
  + Preparing data reports
  + Assisting with various projects across the Foundation as needed

# *What we are looking for*

We’re looking for a team player with:

* + A commitment to the community;
  + A willingness to learn new skills;
  + A preference for working collaboratively to achieve shared goals and enhance programs and services;
  + A belief in the value that diversity, equity and inclusion bring to the workplace;
  + A positive and flexible attitude; and
  + A commitment to excellence and continuous improvement.

# *The Knowledge and Skills You’ll Need*

* + Excellent interpersonal, oral, and written communication skills
  + Strong attention to detail
  + Proficiency with Microsoft Office applications (Word, Excel, Outlook, Power Point, and Teams); experience with Adobe Acrobat Pro a plus
  + Proactive self-starter with the ability to work independently with minimal supervision
  + Ability to anticipate needs and prioritize (good “peripheral vision”)
  + Be adaptable to various competing demands
  + Provide the highest level of customer/client service and response
  + Strong organizational skills with the ability to manage time effectively and set priorities
  + Resourceful and effective problem solver
  + Ability to work well with a variety of colleagues, volunteers, community-based organizations, and other constituents
  + Schedule flexibility required to accommodate occasional early morning or evening meetings/events; some local travel
  + Proven strong computer skills with the ability to learn specialty software quickly; experience with Akoya or other Client Relationship Management database and BoardEffect a plus
  + Proven ability to handle confidential information with discretion
  + Experience working for nonprofit organization or foundation a plus

# *What We Offer*

* + Competitive salary and benefits
  + Openness to a flexible schedule
  + A positive, mission-driven, team-oriented work environment
  + Opportunities to build skills, make creative contributions and develop professionally.

To apply, send a cover letter and résumé to Barbara Ryer, Director of Finance and Administration, at [jobs@conncf.org.](mailto:jobs@conncf.org)

*Connecticut Community Foundation is an equal opportunity employer and is strongly committed to building and maintaining a diverse and inclusive community. We encourage applications from people of all backgrounds, including people of color, persons with disabilities, women, and LGBTQ+ applicants.*