2009 Summer Street
Stamford, CT 06905
Phone: 203.324.6584

May 4, 2023

DEVELOPMENT OFFICER
JOB DESCRIPTION

Job Title: Development Officer (Full-time)

Reports to: Chief Development Officer

Summary:
SilverSource seeks a Development Officer who will support and bolster the Development and Communications team, and participate in all fundraising initiatives. Duties will include work with special events and sponsor solicitation, corporate donor outreach, cultivation and stewardship, individual donor campaigns and appeals, and development communications.

Primary tasks include supporting all aspects of special events including attendee and sponsor sales and stewardship, mailings and communications; event planning, organization and execution; and maintenance of the agency's donor database.

About SilverSource
SilverSource provides a safety net to seniors in need, to keep a roof over their heads, with the heat and lights on, food on the table and the medical care they need.

Primary Duties and Responsibilities:

- OVERALL: Learn and undertake the execution of the daily operations of Development processes and procedures; serve as an essential member of the Development team.
- SPECIAL EVENTS: Manage special event sponsorship/ticket solicitation and sales, including the Annual Golf Outing and Annual Luncheon. Carefully steward sponsors and ensure all sponsorship benefits and expectations are fulfilled;
- Organize and run community education and volunteer award and recognition events, and all other event planning and execution, as required.
- New Event - help to create, develop and execute a new awareness-building and friend-raising event, to engage new constituents/volunteers/donors from the community.
- Carry out corporate and community outreach and solicitation to secure a maximum amount of in-kind donations for the agency's "Caring Connections" Holiday Gift Bag Program for clients.
- Maintain current sponsor/donor/guest sales lists, seating plans and attendee check-in lists; prepare, organize and oversee materials for special events (e.g., procure/organize auction donations for golf event); manage the creation and production of event journal and on-screen sponsor acknowledgments.
- Provide support, guidance and assistance to various committees and volunteers during event planning and execution; partner with Board members to personalize and enhance fundraising campaigns and special event promotion to maximize financial results.

- DONOR MAILINGS: Oversee production, personalizing and mailing of event sponsorship packets, event invitations, and year-end and other fundraising appeals.
- DONOR DATABASE: Assist in maintaining the agency's donor database, learning all practices and procedures to assist with creating, updating and maintaining constituent and gift records, and reporting and exporting data, including targeted mailing lists.
- Work with the Finance Dept. and the Data Manager to regularly reconcile gift revenues.
- PROSPECT RESEARCH: Help to identify and conduct prospect research on potential corporate, foundation and major donors; research government funding opportunities.
- As part of the Development team, be in regular contact with and engaged in the stewardship and relationship-building of existing and potential donors.
- COMMUNICATIONS: Train/work in DonorPerfect to create online webforms; and in WordPress to assist with constituent communication *via* the agency's website.
- Occasional weekend and evening duties.

Requirements:

- Bachelor's degree, required
- 4-7 years of professional, successful work experience in development and fundraising, required
- Strong Microsoft Office skills (Word, Excel, PowerPoint), required
- Experience/working knowledge of Constant Contact, *preferred*; skills in Adobe Creative Suite (e.g., InDesign, Photoshop, etc.), and/or WordPress web platform, *a bonus*
- Knowledge of donor database management, particularly DonorPerfect, *preferred*
- Have strong communication skills, efficient work habits, good organizational skills, careful attention to accuracy and detail, and the ability to multi-task.
- Handle confidential information with the utmost discretion, and navigate important, sometimes delicate relationships, with tact and respect.
- Work well with a team, be flexible and enthusiastic in a busy yet fun, collegial environment; keep a sense of humor, a willing attitude, and patience.
- Maintain a gracious and professional demeanor and constructively collaborate with colleagues, trustees, funders, donors, volunteers, clients and vendors.
- Be comfortably aligned with, and an advocate for, the agency's mission, values and ethics; work effectively within the SilverSource community including its honored diversity in age, race/ethnicity, socio-economic status, ability/disability, sexual orientation and belief.

Full-Time Position

To Apply: Please send a cover letter and resume to: **development@silversource.org**