

Job Announcement

Associate Director, Development – Full-time (remote or on-site)

IRIS (Integrated Refugee & Immigrant Services, Inc, www.irisct.org) is a dynamic refugee resettlement agency based in Connecticut, working in the New England Region with a main office in New Haven and a satellite office in Hartford. IRIS serves people from all over the world who have fled persecution in their home countries to start new lives and become self-sufficient, enriching their new communities.

General Description

The Associate Director, Development (ADD) oversees the private fundraising operations of the organization, including major gifts, annual individual and foundation giving, events, and endowment. The primary role of the ADD is to manage a team, relationships, and processes that steadily increase private revenue for the organization. The ADD will work closely with the Community Engagement team, all IRIS Directors, select board members, and the IRIS Executive Director in achieving financial goals and overseeing the management of relationships with IRIS supporters.

Essential Duties and Responsibilities include:

Fundraising Strategy, Execution and Management

- Collaborate with the Director of Community Engagement & Co-Sponsorship in the development of IRIS's long-term fundraising plan and lead critical elements of the plan
- Further refine and institutionalize fundraising processes, and supporting tools and analytics, to measure and ensure success.
- Collaborate with members of the Community Engagement Team and Program Directors in the implementation of an integrated communications strategy
- In partnership with the Director of Community Engagement & Co-Sponsorship and the Communications Specialist, collaborate on IRIS's website, social media strategy, and content, for a team approach to ensuring all external materials are brand-aligned

Major Individual Giving

- Actively manage the portfolio of prospective major individual donors, bringing forward best-in-class relationship management techniques and proposal development
- Develop and execute strategies to identify, qualify, cultivate, solicit, and steward individual and family foundation major donor prospects
- Develop individual plans for donor engagement, including virtual and in person site visit opportunities, cultivation events, and volunteer opportunities
- Develop and manage a comprehensive digital and individualized communications strategy for a mid-level donor giving program

Annual Events

- Oversee planning, coordination, and execution of IRIS's signature event, the Run for Refugees, World Refugee Day, as well as smaller donor engagement events, in close collaboration with IRIS's Communications Specialist and the Director of Community

Engagement.

- Grow the base of financial support for IRIS by cultivating, soliciting, and stewarding existing and prospective individual and corporate event sponsors to meet event revenue goals

Institutional and Corporate Support

- Identify and cultivate institutional and corporate prospects for IRIS
- Manage a portfolio of existing and prospective foundation and corporate donors capable of gifts \$25,000–\$100,000, along with the Grants Manager
- Work collaboratively with other team members to advance IRIS’s institutional and corporate donor pipeline
- Oversee the timely maintenance and reporting on existing base of institutional grants by the Grants Manager

Requirements

Candidates must have:

- A commitment to IRIS' mission and anti-racism
- Ability to connect with staff and clients of diverse backgrounds, to establish a rapport of partnership
- Excellent writing, communication, and organizational skill,
- Fluency in spoken and written English
- Strong computer skills including donor databases (eTapestry, Salesforce, etc.), Google Suite, PowerPoint, Microsoft Word, Microsoft Excel,
- Knowledge of immigration-related current events
- 5 - 7 years of relevant fundraising experience
- Minimum Bachelor’s Degree, preferably in a related field such as Journalism, English, Marketing, Public Policy, etc.

Candidates must be vaccinated against COVID-19 and comfortable coming into contact with other people.

Supervises Annual Campaign Manager, CRM Coordinator, Grants Manager, Development Assistant, Events Manager and 1-2 Interns

Reports to Director, Community Engagement & Co-Sponsorship

Compensation: \$55,000 - \$57,000 full-time, salaried

Benefits Health, dental, vision insurance. Life and disability insurance.

Vacation (3 weeks); personal days (3 per year); sick days, holidays per IRIS schedule

Eligible for 403b retirement plan after 1 year.

IRIS is an affirmative action-equal opportunity employer.

To apply, please send a cover letter and resume to humanresources@irisct.org, with the subject line: Associate Director, Development [Your Name].