

## Job Announcement

### Annual Campaigns Manager – Full-time (remote or on-site)

IRIS (Integrated Refugee & Immigrant Services, Inc, [www.irisct.org](http://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

As an integral part of the Community Engagement Team, the Annual Campaigns Manager (ACM) will plan, execute, and evaluate IRIS's three major annual campaigns and related donor stewardship activities. The overall goal for the ACM is to effectively cultivate, steward, solicit, and grow the organization's base of annual individual donors at all levels. In addition, this position will be responsible for the process to acknowledge all financial and in-kind donations. Success for the ACM will be achieved by methodically collaborating with the other staff members of the Community Engagement Team and providing extraordinary service for supporters of all levels. This position oversees a part-time Constituent Relationship Management Database Coordinator, a Community Engagement Assistant, as well as multiple interns and volunteers.

#### Essential Duties and Responsibilities include:

##### Donor Relations & Systems Management

- Evaluate, develop and implement retention strategies for targeted donor segments, including implementation of annual year-end appeal, spring Great Give, monthly donor campaign, and other targeted appeals
- Collaboratively plan, assist with and/or participate in donor cultivation and stewardship events as needed
- Oversee and implement the review, recording, and acknowledgment by written correspondence and other creative means, all corporate, institutional, individual and event gifts, as well as employer matching contributions
- Oversee the fulfillment of data and reporting requests, including the production of donor lists, regular progress reports and extractions of data for analytical and donor cultivation purposes
- Oversee the maintenance of accurate and up-to-date donor contact and biographical information, as well as unique contextual information critical to relationship management and tracking
- Oversee the execution of data integrity projects including returned mail, address updates, merge, and inactivation processes
- Oversee the maintenance of gift information and donor correspondence and records
- Oversee and participate in gift reconciliation with the general ledger & support for the audit

##### Grants Collaboration

- Collaborate with the Grants Manager to ensure relationships are identified and managed within the organization's CRM database
- Coordinate with the Grants Manager and Events Manager on donor events, acknowledgement, and stewardship of foundation donors and prospects

### Communications Systems and Media Supports

- Oversee maintenance and regular integration of general supporter and volunteer communication databases (ie. Mail Chimp, eTapestry, etc.)
- Closely collaborate with website team to integrate direct links between CRM database and each campaign for optimal tracking
- Cross functional support and input into social media, e-newsletter, strategy and content as it relates to campaigns and areas of special interest

### **Key Attributes**

- Positive, solution-oriented personality and style
- “Systems thinking” approach to organizing data and people
- Strong people skills, as well as customer service
- Ability to supervise teams and work as part of a team, as well as independently
- Thrives in grassroots, start-up style organizational culture
- Commitment to maintaining confidentiality and exceptionally high quality standards
- Dedication to serving the immigrant community and to being a part of anti-racist organization

### **Professional Requirements**

- COVID-19 vaccination required
- Ability to gather, analyze and summarize information including numerical, financial and contextual data
- Proficiency in Microsoft Office
- Proficiency in Google Suite
- Proficiency in or ability to learn and use development software
- Proficiency in social media platforms (e.g. Facebook, Twitter, Instagram)
- Excellent oral and written communication skills
- Outstanding organizational skills and attention to detail

### **Education Requirements**

- Bachelor’s Degree or equivalent experience
- Minimum 5-7 years professional experience

**Compensation:** \$55,000 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, send an email to [humanresources@irisct.org](mailto:humanresources@irisct.org) with the following (please no phone calls):** Subject line of “Annual Campaigns Manager.” A cover letter and resume

Applications will be reviewed in the order they are received and until the position is filled.