Job Announcement

Development Assistant—Part-time (Hybrid)

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
As an integral part of the Community Engagement Team, the Development Assistant (DA) will work closely with the Director of Community Engagement, the Associate Director of Development, and the Events Manager. In addition, the DA will work closely with the CRM Specialist.

Essential Duties and Responsibilities include:

Donation Processes
- Enter donations in CRM database
- Create acknowledgement letters for financial and in-kind donations
- Print and mail acknowledgement letters
- Ensure acknowledgements are listed in appropriate folders and tracking spreadsheets
- Follow systems to ensure successful financial audits as it concerns donation and grant records

Stewardship
- Provide support to the Associate Development of Director and Events Manager with fundraising and stewardship events, especially for IRIS’s Run for Refugees 5k
- Return donor phone calls for acknowledgements and donor receipts
- Write in-memory-of and in-honor-of acknowledgements
- Perform other duties as assigned
Key Attributes
- Strong people skills, as well as customer service
- Positive, solution-oriented personality and style
- “Systems thinking” approach to organizing data and people
- 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 Canva, Photoshop, Illustrator, In-Design, and/or comparable design programming
- Excellent oral and written communication skills
- Outstanding organizational skills and attention to detail

Education Requirements
- Bachelor’s Degree or equivalent experience
- Entry Level

Compensation: 19.50 - $20.16 per hour (part-time)
Expected average weekly hours: 20

Benefits: Vacation and sick leave

IRIS is an affirmative action-equal opportunity employer.

To apply, send an email to humanresources@irisct.org with the following (please no phone calls): Subject line of “Development Assistant,” A cover letter and resume

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