



Annual Fund Manager (full-time, hybrid on-site and remote)

IRIS (Integrated Refugee & Immigrant Services, Inc., www.irisct.org) is a nonprofit organization whose mission is to help refugees and other displaced people establish new lives, strengthen hope, and contribute to the vitality of Connecticut's communities. IRIS serves people from all over the world who have fled persecution in their home countries to start new lives and become self-sufficient, contributing members of their new communities. With offices in New Haven and Hartford, IRIS serves refugees, asylum seekers, asylees, humanitarian parolees, undocumented neighbors and other immigrants.

General Description

The need for an Annual Fund Manager (AFM) comes at a pivotal time in IRIS's history. In recent years the organization has seen tremendous growth in programs, client volume, staff size, and operational budget. With continued growth projected for 2023 and beyond, the Development team is responsible for raising \$12M annually through a mix of contracted and contributed revenue streams. As part of the overall fundraising strategy, IRIS has developed a set of annual campaigns and appeals and a signature 5K race that, together, raise approximately \$1 million in unrestricted funds.

The Annual Fund Manager will build on IRIS's historic annual campaigns and appeals to create and implement a comprehensive, multi-channel annual fund program. The AFM directs all aspects of annual fund giving and leads efforts to grow unrestricted funds and broaden the base of support, using strategies such as: face-to-face and phone solicitation; special events; appeal segmentation; regional segmentation, and direct mail, online, and peer-to-peer fundraising. Additionally, the AFM leads the planning and preparation for IRIS's signature fundraising event, the annual 5K Run for Refugees, along with an annual donor stewardship event. This position manages core operational processes for donor database maintenance and gift entry and acknowledgement for all financial and in-kind gifts. A critical member of Development Team, the AFM reports to the Associate Director of Development and supervises a full-time Development Assistant.

Essential Duties and Responsibilities

- Develop and implement strategies for a comprehensive, multi-channel annual fund program. Build on existing annual appeals and campaigns (including year-end appeal, Run for Refugees event, Great Give campaign, and recurring gifts campaign) and identify strategic opportunities to increase unrestricted funds.
- Create and implement strategic annual fundraising based on donor segmentation, best practices, research, and data analysis. Identify and evaluate acquisition, retention and upgrade strategies for targeted donor segments.

- Monitor the progress of fundraising results compared to goals. Analyze effectiveness of various fundraising methods and messages; adapt future appeals accordingly.
- Develop and document gift and record policies. Oversee the maintenance of accurate and up-to-date donor contact and biographical information, donor correspondence records, and other information critical to relationship management and tracking. Oversee regular data integrity projects including returned mail, address updates, duplicate records, and inactivation processes.
- Oversee gift entry and acknowledgement processes. Ensure accuracy of giving records and maintain electronic filing system for gift documentation. Share gift information with Finance Department as needed to support monthly reconciliation with the general ledger and annual audit. Manage gift acknowledgement process and ensure compliance with IRS requirements for gift receipting.
- Collaborate with colleagues to identify meaningful donor stewardship opportunities. Lead planning and implementation of selected strategies and events.
- In collaboration with CRM manager, oversee the fulfillment of data and reporting requests, including the production of donor lists, regular fundraising progress reports and extractions of data for analytical and donor cultivation purposes.
- Closely collaborate with communications team to integrate direct links among website, CRM database and third-party communication platforms (such as Mail Chimp, etc.). Provide support for and input on communications strategy and content relating to fundraising and areas of special interest.

Desired Skills and Experience

- Bachelor's degree; plus a minimum of five years' demonstrated fundraising experience, preferably in annual giving and individual solicitation. Familiarity with annual giving strategies for donor acquisition, retention and upgrading.
- Excellent writing and communication skills are essential. Ability to create compelling solicitation materials that effectively articulate IRIS's mission to engage donors and prospects at all levels.
- Strong interpersonal skills and demonstrated ability to build relationships with donors and secure gifts. Experience communicating with people from a variety of cultural backgrounds.
- Understanding of foundational concepts of fundraising, basic tax law and commitment to ethical standards related to charitable giving is essential.
- Discretion in handling confidential information and materials and high ethical standards for donor-centered fundraising.
- Candidates must be self-motivated, detail oriented, and highly-organized, and bring strong analytical, skills.
- Commitment to IRIS' mission and anti-racism.
- Fluency in spoken and written English.
- Strong tech skills including Google Suite, Microsoft Suite, Salesforce, Mail Chimp and group tools.

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

In submitting an application for employment, the applicant grants IRIS permission to check

references as well as question anyone who might be familiar with the candidate's job performance.

Reports to: Associate Director of Development

Compensation: \$53,000 - \$55,000, full-time, exempt

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, at humanresources@irisct.org with the following:

- A subject line that says: Annual Fund Manager – [Your Name].
- A cover letter
- An attached resume

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