Job Announcement

Sponsorship Analyst – Full-time (hybrid 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 and nationally, 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 Sponsorship Team, the Sponsorship Analyst (SA) supports all sponsorship teams with budgetary and expense management, as well as targeted programmatic support for key analytical and technology related tasks. The SA will develop and maintain program budgets, as well as reporting, and submit expenses for each program, in collaboration with program managers. In addition, the SA will support e-learning systems for sponsors in each program, providing usage and troubleshooting feedback to program managers, support Zoom-based training and mobilization events, and support learning management systems for sponsor programs. The SA will also conduct documentation review, tracking, and feedback to Sponsor Coaches for co-sponsor client case files.

Success for the SA will include timely, accurate submission of expenses, analyses completed in a timely fashion as reported by team leaders, documents for CS program current on website, and timely feedback of data to sponsor team managers in areas of programmatic support.

Essential Duties and Responsibilities include:

Program Budgets and Expenses
- Develop and refine budgets for the four sponsorship programs – Co-Sponsorship, Sponsor Circles, Ukrainian Program, and Welcome Corps – in collaboration with the program managers and Director of Sponsorship.
- Provide monthly tracking of budget vs. actual to all program managers and director.
- Regularly submit expenses for all programs, to the finance team, in a timely manner and with prior review by program managers to ensure proper approvals are secured.
- Provide clear feedback to managers regarding incorrect submissions and follow-up to obtain proper documentation.
- Enter financial tracking data into IRIS web for co-sponsored clients

Programmatic Support
- Regularly review and report on client data integrity within Client track for sponsorship programs, following up with program managers for missing and/or incorrect data
- Collaborate with program managers for implementation of learning management system in support of sponsorship programs

- Support Zoom-based live events with set-up and coordination of reminder and follow-up emails, as well as tech support during event for larger events
- Conduct analysis of training programs and provide ongoing findings to program managers
- Conduct case file documentation reviews in support of co-sponsorship program manager and coaches
- Assist managers and directors in preparation for monitoring by contract partners
- Develop key charts and graphics for ongoing program tracking, evaluation, and promotion

Key Attributes
- Positive, solution-oriented personality and style.
- "Systems thinking" approach to organizing data and processes, including the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to details and accuracy.
- Extremely comfortable learning new software, e.g. learning management systems, data analytics within and related Google Suite, financial systems software, website interface, etc.
- Exceptional people skills, as well as customer service orientation.
- 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 an anti-racist organization.

Professional Requirements
- COVID-19 vaccination required
- Proficiency in Microsoft Office
- Proficiency in Google Suite
- Proficiency in or ability to learn and use various software platforms
- Proficiency in social media platforms (e.g. Facebook, Twitter, Instagram)
- Experience working with refugees and migrants.
- Experience managing programs involving community volunteers such as refugee sponsors.
- Written and verbal fluency in English required.
- Fluency in a second language is a plus (please indicate on resume).
- Minimum 2-4 years' professional experience

Education Requirements: Bachelor's Degree or equivalent life experience

Compensation: $43,000 – 44,096 full-time, salaried

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.

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 "Sponsorship Analyst"

• A cover letter

• An attached resume

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