

Job Description

Development Associate – Full Time (Hybrid)

IRIS (Integrated Refugee & Immigrant Services, Inc. www.irisct.org) is a dynamic immigrant services agency in New Haven. IRIS serves people from all over the world who are starting new lives in Connecticut and are on the path to becoming self-sufficient, contributing members of their new communities. IRIS mission is to welcome refugees and other immigrants, helps them rebuild their lives, pursue their dreams, and contribute to the vitality of their communities. We envision a society where all immigrants are valued, respected, and able to thrive.

Job Summary

The Development Associate is the operational foundation of the fundraising team at IRIS. This role ensures that internal systems and daily practices support IRIS's growing fundraising program. As the funding landscape continues to change for refugee and immigrant work, the development team at IRIS must adapt a responsive model—one focused on authentic relationship building, donor retention, and equity.

This position works across grants, individual giving, corporate sponsorships, events, and development operations to ensure strong donor stewardship, high-quality proposals and reports, and reliable data systems. The ideal candidate is highly organized, detail-oriented, and understands that good data management is an act of donor stewardship. The Development Associate will help strengthen IRIS's development infrastructure as the organization expands its regional workforce initiatives, language access platforms, and long-term Vision 2030+ strategy.

Core Responsibilities

Development Operations

- Manage and administer the donor database (DonorPerfect) to include maintaining accurate records, ensure data fidelity, and logging gifts and touchpoints
- Maintain the grants calendar of applications and reports to ensure timely submissions
- Assist in researching, editing, and assembling grant proposals and reports
- Support all development and community engagement team members with entering data effectively into the donor database
- Support building and managing reports for the finance team, the board of directors, and the leadership team

Donor Management

- Draft acknowledgment letters and personalized donor communications
- Conduct prospect research on donors, foundations, and corporate funders
- Support the "moves management" process by preparing briefing documents and donor profiles ahead of meetings

Marketing & Events

- Support fundraising campaigns by setting up donation pages and tracking campaign progress
- Coordinate the logistics for donor mailings, including annual appeals, newsletters, and impact reports
- Assist with the planning and execution of fundraising events, donor briefings, and community town halls in partnership with the Community Engagement team
- Monitor the general development email inbox and respond to routine donor inquiries with warmth and professionalism.

Qualifications

Required

- Education: bachelor's degree or equivalent experience
- Experience: 2-4 years of experience in nonprofit development or related field
- Communication: strong writing and editing skills with an ability to adjust tone for different audiences
- Technical proficiency: experience with CRM systems is required (DonorPerfect preferred). Highly proficient in Microsoft Office 365
- Attention to detail: excellent organizational skills and commitment to data accuracy
- Project management: ability to manage multiple projects and deadlines.

Preferred

- Experience supporting multi-site or regional initiatives
- Familiarity with grant budgets and reporting requirements
- Comfort working with data and financial tracking
- Commitment to working collaboratively with people from diverse backgrounds in terms of race, ethnicity, gender (including nonbinary), sexual orientation, class, and religion

Reports to: Director of Corporate and Foundation Relations

Job Type: 40 hours per week, full-time salaried position

Benefits: Paid time off, Sick time off, holidays per IRIS schedule. Health, vision, dental, life, Identity protection and disability insurance; Eligible for 401k retirement plan.

Compensation: \$52,000 -\$56,000 per year

Diversity and inclusion are hardwired into IRIS mission: We are dedicated to welcoming peoples from all over the world who are fleeing persecution, war, and violence. We are more effective at serving our client's needs when we are representative of the communities we live in and work with. So, we are an enthusiastic Equal Opportunity Employer. We strongly encourage people from underrepresented groups to apply. Please reach out if you need accommodations in applying.

To apply: Send an email to our development department at development@irisct.org and Human Resources at humanresources@irisct.org as soon as possible with the following:

- A subject line that says "Development Associate"
- A cover letter
- An attached resume and three professional references (at least two direct supervisors)

Applications will be reviewed as they are received and will continue to be accepted until the position is filled and no phone calls are accepted.