



## **Annual Giving & Database Coordinator**

### **About Inspirica**

Inspirica strives to end homelessness and housing insecurity by helping individuals and families achieve stability through support services and affordable housing. We are one of the largest providers of services to the homeless in Connecticut and the largest in Fairfield County.

In FY21, we housed over 500 adults and children in 12 residential facilities, including emergency shelters, transitional, deeply affordable, and permanent supportive housing, and rapid rehousing. Our support services are similarly comprehensive and include vocational training, workforce education, job placement, housing placement, job & housing retention support, early childhood & parenting services, children's services, health care, counseling, case management, and more. Additionally, we provide direct access to mental health, psychiatric and dental care, and substance abuse treatment through a network of strategic partnerships.

We are a results-oriented organization with a caring professional staff and dedicated volunteers who believe in individual human potential, personal accountability, and mutual respect.

### ***Position Overview***

The Database and Annual Giving Coordinator is a dual role. Approximately 70% of the position consists of data management, analytics and maintaining a donor pipeline and moves the management system. The other 30% consists of conducting and managing annual appeal.

### **Database Responsibilities Include:**

- Drive strategy around annual goals and objectives using donor analytics.
- Conduct annual year-end appeal, online giving and in-kind donations.
- Ensure efficiency and timeliness in processing, recording, and sending donor acknowledgments.
- Run gift reports and provide analysis on the department's progress for board meetings, the CEO, grants and foundation reporting when needed.
- Create donor lists for department mailings including event invitations, postcards, appeal letters, etc.
- Vet prospects and donors funneling qualified names into the department's pipeline.
- Conduct prospect research utilizing Donor Search and other tools.
- Support team members in maintaining their portfolios and imputing up-to-date information and actions into the database.
- Revise and modify protocols around database/data for the development team.
- Work with the Finance Office in reconciliation of gifts/donations, posting, and processing gifts, to maintain reporting accuracy.

### **Annual Fund Responsibilities**

- Plan, organize, implement, and evaluate a strategic annual giving program that primarily raises unrestricted gifts for Inspirica. Success in this role directly effects the donor pipeline and future major gifts.
- Focus on building and growing a year-round fundraising plan for the Annual Fund.
- Grow and expand the annual fund including identifying, cultivating, and stewarding relationships with existing and new donors.
- Identify potential planned giving prospects.
- Create and manage a calendar/schedule for the annual appeal including traditional mail along with digital and online campaigns.
- Ensure donor acknowledgment letters, pledge reminders, recognition in the Annual Report, are accurate and completed on time.
- Perform a comprehensive analysis of the Annual Fund results and make recommendations for program changes for the following year.

### **Qualifications**

- Bachelor's degree.
- Minimum two-year's experience working in a development role.
- Experience and highly proficient at managing, working with, and organizing databases, including running queries, data entry, etc. Raiser's Edge preferred.
- Attention to detail, accuracy, and proficiency with regard to handling data and executing reports.
- Proficient on Microsoft office with emphasis on Word and Excel.
- Strong communications skills, both written and verbal.
- Strong process, planning and implementation skills.
- Creative problem solver and strategic thinker.
- Excellent time-management and prioritization skills to handle multiple assignments simultaneously.
- Ability to understand and interpret instructions as well as work independently with minimal supervision and as part of a team.
- Strong sense of fundraising ethics and practices, and respect for confidentiality of donor information.
- Positive attitude, flexible approach, and a sense of humor.

### **Compensation**

- Salary range: \$47,000 - \$52,000, based upon experience

Candidates should submit resume, and cover letter by e-mail to the below email address, with "**Associate Database-Annual Fund**" in the subject line: [search@InspiricaCT.org](mailto:search@InspiricaCT.org)

*Inspirica is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, race, religion, national origin, gender, marital status, veteran status, the presence of a non-job-related handicap, or any other legally protected status.*