

FUNDRAISING MANAGER—STAMFORD, CT

New Neighborhoods, Inc. (NNI) is a nonprofit housing developer and manager. We are dedicated to building, redeveloping and preserving low and moderate income rental and ownership housing in Fairfield County, Connecticut for families, graduates entering the workforce, veterans, and retirees who make the region a vital place to live and work. Since 1967, NNI has been committed to improving the quality of life in our towns and cities with affordable housing that provides a safety net and springboard to economic self-sufficiency and builds community.

The Fundraising Specialist will develop and implement fundraising and communication strategies to fund current growth and to position NNI for additional growth in the near future. S/he will expand the organization's fundraising capacity and play a critical role in raising its visibility and in positioning it as a leader among groups serving low and moderate income residents of Fairfield County with affordable housing programs and services. The Fundraising Specialist works collaboratively with the President & CEO, Director of Operations, Program Staff, Board of Directors, Fundraising Committee and Volunteers.

Job Responsibilities include:

- Develop and implement a comprehensive fund and resource development plan that supports the priorities, vision and mission of the organization;
- Initiate, expand, manage, coordinate and execute fundraising activities and strategies including identification, cultivation, solicitation and stewardship of individuals, corporations, foundation and government funding prospects and donors;
- Prepare and execute the annual development plan that includes an annual campaign, major gifts and multi-year donor group, donor cultivation and stewardship activities, prospect identification, corporation, government and foundation solicitation, fundraising events, grants management, planned giving and future endowment campaigns;
- Review and evaluate existing fundraising goals and strategies and identify opportunities for growth and improved efficiency;
- Work with NNI's outside fundraising consulting firm to sustain current grants and seek out new grants including grant preparation, review, management and/or oversight of grant proposals, submissions and reporting;
- Secure funds for NNI by developing overseeing and maintaining the donor relations/fundraising database program to ensure accurate and timely data collection, coding, analysis, reporting and acknowledgement, including online and credit card giving;
- Provide regular progress reports to the Office Manager including results to date, recent activity, priority contacts to be made and next actions which will be shared with all appropriate parties;
- Coordinate special events, communicating frequently with stakeholders and providing appropriate event analysis.
- Develop, implement, and/or oversee marketing, communications and public relations strategies and materials, including but not limited to messaging, website, media relations, newsletters, mailings, email and social media;
- Represent NNI in the community by coordinating opportunities and serving as speaker and representative as needed at external fairs, group visits, corporate luncheons, awards ceremonies, cultivation visits, etc.;
- Work with other staff members to improve internal and external communications;
- Complete other tasks, duties and/or special projects as may be assigned by the Office Manager.

Qualifications

- 5+ years of progressive non-profit fundraising experience
- 3+ years of event planning experience
- Bachelor's Degree or equivalent experience
- Experience working in affordable housing preferred
- Experience working with Donor Perfect or other fundraising software
- Excellent interpersonal, presentation and communication skills, both written and verbal
- Proven ability to work independently and as a team member, building and sustaining relationships
- Self-starter with proven project management skills
- Demonstrated strong judgment and integrity
- Proficient in Microsoft Office suite, including Word, Excel and PowerPoint.

- Ability to travel to community sites throughout Fairfield County
- Commitment to NNI's mission, respect for the work of our nonprofit partners, and commitment to providing exemplary service to our clients

Please submit resume and cover letter including salary history and expectations to pamela@hrinnovations.com. Due to the volume of resumes received, we are unable to respond to all applicants. Only those selected for further consideration will be contacted.

New Neighborhoods is an Equal Opportunity Employer. To learn more about us, please visit our website at www.nnistamford.org