

Development Coordinator

About Us: Building One Community (“B1C”) is a non-profit organization established in 2011 as a comprehensive resource center for immigrants in the Stamford, Connecticut area. B1C’s mission is to advance the successful integration of immigrants and their families.

Position Summary: The **Development Coordinator** will drive the execution of B1C’s fundraising plan and manage its donor cultivation operations. This full-time position reports to the Director of Development & External Relations and allows for a hybrid work schedule.

Essential Duties:

- Enter gift records and generate timely acknowledgement letters; assist the Executive Director with letter personalization; work with Communications Coordinator to ensure acknowledgement letter templates are up-to-date and accurate
- Maintain DonorPerfect database integrity and accuracy; create and update records as appropriate and produce donor and campaign reports that support smarter donor cultivation
- Develop relevant and accurate donor lists for events, appeals and donor cultivation efforts, assisting with the email distribution of selected donor groups
- Execute B1C’s donor stewardship plan through donor welcome packages, thank you calls, seasonal greetings, and other strategies; implement innovative gift recognition ideas for donors
- Support gift acknowledgment in publications, including B1C’s annual report
- Generate new donor leads and manage wealth screening of current donors, developing profile reports with prospecting platform
- Work with the finance team to reconcile and track donations
- Organize Fundraising Strategy Committee meetings: schedule meetings, take notes and support Committee efforts

Required Skills/Qualifications:

- 2+ years of non-profit fundraising experience required
- Bachelor’s degree required
- Demonstrated knowledge of donor databases (DonorPerfect experience strongly preferred)
- Proficiency with MS360 & Excel in particular; knowledge of Constant Contact a plus
- Experience with donor prospecting platforms such as iWave preferred
- Exceptional attention to detail and strong analytical skills
- Superb organization and interpersonal skills with colleagues, volunteers, and donors
- Ability to manage sensitive and confidential donor information
- Ability to work in-person 3 days per week
- Strong commitment to B1C’s mission