



Donor Engagement & Events Manager

Position Summary: Building One Community (“B1C”) seeks a strategic and highly organized Donor Engagement & Events Manager to develop and implement effective processes to increase donor engagement and fundraising. Working closely with staff and the Board of Directors, the Manager will implement plans to engage donors across individual giving, special events, appeals, and planned giving. This is a full-time, non-exempt position and reports to the Director of Development.

Duties:

Responsibilities will include, but are not limited to:

- Build relationships and develop effective strategies to grow donor engagement
- Act as the staff lead and liaise with committees on all fund development events and campaigns, including the Annual Spring Benefit Breakfast and Annual Appeal
- Identify and track current, lapsed, and new donors with a focus on finding and creating common ground between donor interests and B1C’s needs
- Prepare compelling proposals, presentations, and other materials to retain and increase donations
- Work with Communications team to design and execute print and digital materials
- Articulate B1C’s vision and funding priorities verbally and in writing to prospects and donors
- Develop a schedule for donor outreach, meeting with donors individually and including leadership, development and program staff and Board members as needed
- Lead virtual and in-person tours of the community center for current and potential donors
- Organize donor cultivation events and activities
- Train staff and Board members to identify new prospects, nurture donor relationships and help close major gift appeals
- Craft procedures that appropriately recognize and thank donors; oversee thank you letter distribution
- Ensure coordination and establish goals and benchmarks for individual donor plans, special events and appeals

Required Skills/Qualifications:

- Bachelor’s degree required
- 3-5 years of experience in nonprofit fundraising or donor services required
- Strong writing and public speaking skills
- Experience with Donor Perfect or other donor database preferred
- Superb organizational and interpersonal skills with colleagues, volunteers, and donors
- Detail-oriented self-starter who is able to drive projects and ensure collaboration
- Ability to manage highly sensitive and confidential donor information
- Strong commitment to B1C’s mission

About Us: Building One Community – The Center for Immigrant Opportunity is a non-profit organization established in 2011 to provide a comprehensive resource center for immigrants in the Stamford, Connecticut area. Building One Community’s mission is to advance the successful integration of immigrants and their families.

To apply for this position, please submit your resume and a cover letter to jobs@b1c.org. Resumes without a cover letter will not be reviewed; no telephone calls please.

Building One Community is an Equal Opportunity Employer