



FAIRFIELD COUNTY COMMUNITY FOUNDATION

Position Description

Title: Fund for Women and Girls Program and Development Associate

Reports to: Director of Fund for Women and Girls

Mission:

The Fairfield County Community Foundation (FCCF) is a dynamic community foundation, established in 1992 to promote the growth of effective philanthropy to strengthen the communities of Fairfield County. As a leading tax-exempt organization, we: serve as a catalyst and resource for philanthropy; identify and respond to community needs with initiatives, partnerships and strategic grant making; and create and manage charitable funds.

FCCF's Fund for Women and Girls (FWG) is the largest women's fund in New England, with assets of almost \$10 million. Established in 1998, the Fund for Women and Girls is FCCF's largest field of interest fund. FCCF staff work with organized volunteer committees to conduct research and grant making and increase the assets of the Fund.

Position overview:

The Program and Development Associate has multi-faceted responsibilities that cover donor relations, fundraising, grant making, event management, communications and project coordination. The Associate will work closely with key departments including Development and Philanthropic Services, Program, Communications and Finance.

Responsibilities:

Development

- Supports the Director in all aspects of relationship management as required including donor and prospect meetings, briefing documents and reports.
- Coordinates fundraising plans with FWG co-Chairs and other volunteers.
- Assists with preparing development budgets, plans and updates.

Grant Making/Program

- Assist in the management of all Program Committee related efforts including meeting plans and scheduling, volunteer coordination, site visits, and proposal review.
- Field and respond to initial inquiries from potential grantees.
- Prepare correspondence for grantees.
- Conduct primary research and prepare program research reports.

Communications/Marketing

- Represent FWG at key community and professional association meetings. (Requires travel in Fairfield county, other areas of Connecticut and New York).
- Research and maintain up-to-date data on needs and issues related to women and girls. Compile statistics from FWG funded programs.
- Help design and define use for social media tools. Market and maintain usage to promote FCCF/FWG. Help monitor and report effectiveness and results.

Project/Event Management

- Project manage the Annual FWG Luncheon. Oversee key aspects such as registration.
- Manage logistics related to special convenings, conferences, workshops and program-related learning events.
- Research promising practices and strategies in support of FWG initiatives. Assist in the evaluation of programs, events and activities and provide written reports.

Qualifications

- BA/BS required
- Enthusiasm for FWG's mission and commitment to nonprofit work.
- Excellent communication and interpersonal skills
- Excellent attention to detail with proven organizational and planning skills
- Strong technical skills: Microsoft office applications; social media tools and experience using databases. Familiarity with FIMS and similar tools a plus.
- Adept use of research and ability to summarize data.
- Demonstrated ability to work independently, prioritize assignments, and manage multiple activities.
- Team player with collegial personality
- Relationship management or client service experience
- Flexible and comfortable working in an evolving environment
- Knowledge of Fairfield County a plus

This position description is intended to be general and will evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different or additional duties from time to time.

To apply

Mail or email cover letter, resume and salary requirements to: Search, FWG Program and Development Associate, Fairfield County Community Foundation, 383 Main Avenue, Norwalk, CT 06851-1543. Email: searchassoc@fccfoundation.org

No phone calls please.

The Fairfield County Community Foundation is an equal opportunity employer.