

Development Officer

POSITION TITLE: Development Officer

REPORTS TO: Director of Development and Advancement

SALARY RANGE: \$78,000 to \$92,000

About Connecticut Community Foundation

Connecticut Community Foundation envisions an equitable, inclusive, just, and vibrant community in Greater Waterbury and the Litchfield Hills where all residents have what they need to thrive. Serving 21-towns, the Foundation provides leadership in addressing critical community issues, strengthens nonprofit organizations through grants and capacity-building support, and partners with individuals, families, businesses, and nonprofits to steward more than 600 charitable funds.

Our Values

The Foundation strives to be open, strategic, and fair as we seek to demonstrate integrity and commitment for the long term. We aim to be a welcoming partner that works to meet community needs by effectively transforming ideals into action. The values we embrace and practice include:

Courage and Purpose

We set ambitious goals, forge connections, and collaborate to address our community's needs.

Equity, Diversity, and Inclusion

We welcome, invite, and commit resources toward the participation and well-being of all in our community.

Integrity and Transparency

We hold ourselves to high standards of ethics, service, stewardship, and accountability.

Thoughtful Leadership

We listen, learn, and evolve alongside our community.

Position Summary

We are seeking a relationship builder, community connector, and collaborative fundraiser who believes in the power of philanthropy to strengthen communities and improve lives.

The Development Officer supports the Foundation's fundraising, donor engagement, and stewardship activities by helping donors, fundholders, and community members connect their charitable interests with meaningful community impact. Positioned within the development team, the Development Officer will work closely with the Director of Development and Advancement, development team, and other Foundation staff. This position will cultivate relationships, coordinate donor and giving circle activities, support fundraising initiatives, and help ensure an exceptional donor experience.

This position offers the opportunity to engage directly with donors, volunteers, fundholders, and community partners while contributing to the Foundation's mission throughout Greater Waterbury and the Litchfield Hills.

Who You Are

You are someone who genuinely enjoys building relationships and connecting people with meaningful opportunities to make a difference.

You understand that philanthropy begins with trust, and that successful fundraising is grounded in authentic relationships, strong listening skills, and excellent follow-through.

You bring:

- A deep appreciation for community and an authentic commitment to the people and places that make Greater Waterbury and the Litchfield Hills home.
- The ability to build trust and cultivate relationships with people from diverse backgrounds.
- Strong written, verbal, and interpersonal communication skills.
- Excellent organizational and project management abilities.
- Sound judgment, professionalism, and discretion.
- A commitment to equity, diversity, inclusion, and belonging.
- The ability to work independently and collaboratively within a team environment.
- A passion for philanthropy and a belief in its ability to transform lives and communities.

Key Responsibilities

Donor Cultivation, Solicitation, and Stewardship

- Cultivate and steward donors across annual, major, and planned giving programs in coordination with Foundation leadership.
- Conduct regular donor visits and maintain meaningful relationships with donors, fundholders, and prospects.
- Prepare donor correspondence, proposals, fund agreements, presentations, and stewardship reports.
- Facilitate gifts of all types, including endowment, scholarship, designated, field-of-interest, unrestricted, and donor-advised fund gifts.

- Collaborate with the Director of Development and Advancement on donor strategies and solicitations.
- Ensure timely donor acknowledgment, recognition, and stewardship activities.
- Maintain accurate donor records, engagement plans, and activity reports within Akoya, the Foundation's CRM system.

Collective Giving Circle Leadership

- Serve as the primary staff liaison for the Foundation's collective giving circles and affinity-based philanthropic initiatives.
- Coordinate member recruitment, communications, engagement activities, and retention efforts.
- Organize educational programs, networking opportunities, grantmaking activities, site visits, and member events.
- Facilitate grant review and recommendation processes in partnership with Foundation staff.
- Maintain participation records and assist with reporting on program activities and outcomes.
- Collaborate with communications staff to develop outreach, stewardship, solicitation, and promotional materials.

Community Engagement and Relationship Building

- Serve as an ambassador for the Foundation's mission, strategic priorities, and values.
- Represent the Foundation at community meetings, nonprofit events, civic gatherings, and donor functions.
- Develop productive relationships with community leaders, nonprofit organizations, volunteers, businesses, and professional advisors.
- Share insights from community interactions that may inform donor engagement and philanthropic opportunities.
- Remain informed about community issues, nonprofit trends, and regional opportunities relevant to the Foundation's work.

Fund Development and Strategic Initiatives

- Support annual fundraising, donor engagement, endowment-building, planned giving, and campaign initiatives.

- Research prospective donors and prepare background information for cultivation efforts.
- Assist with implementation of donor engagement and fundraising initiatives.
- Plan, support, and participate in Foundation-wide initiatives and events that strengthen donor experience and advance organizational goals.
- Work collaboratively across departments to identify opportunities that align donor interests with community priorities.

Administration and Reporting

- Maintain accurate records of donor interactions, proposals, solicitations, and stewardship activities.
- Track assigned fundraising, engagement, and membership activities and outcomes.
- Assist with preparation of reports, presentations, and donor information materials.
- Support planning, budgeting, and administrative processes related to development activities.
- Ensure compliance with Foundation policies, ethical fundraising standards, and donor intent.

Qualifications

Required

- Bachelor's degree or equivalent combination of education and experience.
- Three to five years of experience in fundraising, donor relations, business development, nonprofit leadership, or another relationship-centered profession.
- Demonstrated success building and maintaining meaningful relationships with donors, clients, volunteers, or community stakeholders.
- Strong written, verbal, and presentation communication skills.
- Excellent organizational, project management, and follow-through skills.
- Ability to manage multiple priorities and work independently.
- Ability to work a flexible schedule, including occasional evenings and weekends to support community engagement, events, and organizational priorities.
- Proficiency with Microsoft Office applications and constituent relationship management systems.

Preferred

- Experience in philanthropy, nonprofit fundraising, community foundations, or related sectors.
- Familiarity with charitable giving vehicles, endowment development, estate planning, or planned giving.
- Experience supporting volunteer committees, affinity groups, membership organizations, or collective giving initiatives.
- Knowledge of Greater Waterbury and the Litchfield Hills region.
- Familiarity with donor management platforms such as Akoya.
- CFRE certification or interest in pursuing fundraising credentials.
- Ability to lift and carry up to 35 pounds on an occasional basis in connection with event preparation and community outreach activities.

What We Offer

- Competitive salary and comprehensive benefits package.
- Medical, dental, life, and disability insurance.
- Retirement plan with employer match.
- Flexible spending accounts.
- Generous paid time off benefits.
- Tuition reimbursement and professional development opportunities.
- Meaningful work that strengthens communities and improves lives.
- The opportunity to work alongside passionate colleagues, volunteers, donors, and community leaders dedicated to making a lasting difference.

This is an exempt, full-time position. The standard work schedule is 40 hours per week, Monday through Friday, with occasional evening and weekend commitments. A three-day in-office hybrid schedule is available following the introductory employment period.

Connecticut Community Foundation is an equal opportunity employer and is strongly committed to building and maintaining a diverse and inclusive workplace. We encourage candidates of all backgrounds, experiences, identities, abilities, and ages to apply.

To apply, please submit a cover letter and résumé to:

Barbara Ryer

Director of Finance and Administration

jobs@conncf.org