



Development and Database Manager

Jewish Family Services of Greenwich is one of the leading non-profit social services agency serving the greater Greenwich community. We provide mental health therapy, Jewish-themed programming, senior assistance, refugee resettlement and immigration counseling and provide a weekly farm stand for residents who are experiencing food insecurity. We are currently seeking a Development and Database Manager to bolster our fundraising efforts.

Use your expertise to make a difference. This position offers an opportunity to contribute to our mission while advancing professionally. In this role you will be responsible for key organizational fundraising activities including data entry and reporting, donor acknowledgements, special events support, and grants management including research and writing. The DDM will also update and maintain the fundraising CRM (Salsa), and play a pivotal role in supporting all campaigns, events, and the implementation of the annual Development and Communications Plan. With guidance and direction from the CDO you will also steward a small portfolio of donors to retain and increase giving to JFSG This position will also partner with the Marketing Manager, Volunteer x and the Corporate/Community Engagement staff

The ideal candidate will be detail-oriented, highly organized, a team-player, and possess excellent communication skills.

Primary responsibilities:

- Manage gift processing and the donor database (Salsa), including data entry, report generation, pledge tracking and invoicing. Ensure accurate record-keeping of contributions.
- Implement thank you protocols, including executing timely donor acknowledgements and in honor/memory of notifications.
- Prepare reports and mailing lists as required.
- Data Hygiene- Periodic clean-up of Salsa.
- Community outreach – in coordination with volunteer department
- Prospect Research
- Public Relations – Drafting press releases and pitching stories to media outlets.
- Event Support (Gala and smaller events) including planning and execution.
- Work with members of the Development team and Board of Directors to meet or exceed annual revenue goals.
- Support the grants management process, including foundation research, drafting / editing applications, proposals and reports, and updating standard materials.
- Assists the CDO with the following:
 - Donor stewardship, engagement and retention
 - Board support and collaboration
 - Institutional giving & corporate sponsorships
 - Planned Giving
 - Affinity groups

Skills and Qualifications

- Bachelor's degree required
- Minimum 2 years of experience in a non-profit development department
- Experience with Data Entry and fundraising software, tech savvy and adaptable to new platforms
- Proficient in Microsoft Word, Excel, Outlook, Google Docs and Sheets (knowledge of mail merge)
- Exceptional writing, editing, and communications skills
- Highly motivated, self-starter who can manage multiple projects in a fast-paced environment
- Strong analytical and decision-making skills
- Ability to work both independently and collaboratively
- Strong interpersonal skills and high level of professionalism
- Ability to be flexible with an openness to learning
- Familiarity with the Jewish philanthropic communities throughout Connecticut and Westchester preferred.

Salary Range: \$65K - \$75K – Depending upon experience

Benefits include health insurance and paid vacation days. While this is an in-office position, some remote work options will be considered.

To apply for this position please send a cover letter and resume to bnussbaum@jfsgreenwich.org.