



Job Description

Job Title

Donor Engagement Manager

Reports to

Chief Development Officer

Location

CLC Palmer's Hill Site, 64 Palmer's Hill Road, Stamford CT

POSITION SUMMARY

The Donor Engagement Manager will be responsible for donor relationship management and donor engagement. She/he will accomplish this by creating a multi-faceted fundraising and engagement initiative with the goal of broadening and deepening our base of support from individuals. This strategy for building and retaining CLC's base of philanthropic support will prioritize executing a diverse bundle of engagement opportunities designed to retain and build relationships with current donors and by planning proper stewardship activities for both current and new donors.

SPECIFIC DUTIES & RESPONSIBILITIES

Duties will include but are not limited to the following:

- Create and manage a detailed plan for strategic volunteer engagement in order to increase volunteer and donor recruitment and management, to include building the CLC reading program, attendance at all CLC school events, and regular site visits to CLC
- Build out specific donor relations functions for new donors to CLC
- Plan, oversee and execute up to three (3) direct mail appeals during CLC's fiscal year (July 1-June 30)
- Together with the Development and Marketing Team and outside consultants, oversee and manage special events with particular attention to post event follow up and stewardship
- Craft and lead program development to engage CLC alumni and their families
- Develop and execute a plan to cultivate, solicit and steward former CLC board members and former Leadership Council board members
- Provide support and oversight to the team's data bases, recommending a plan for platform cleanup and efficiency.
- Work closely with the Communications Coordinator to call out and "raise the CLC voice" in support of these duties and responsibilities through the use of social media and other communication vehicles

CANDIDATE REQUIREMENTS

- Minimum of 3-5 years of non-profit fundraising, event planning, volunteer engagement experience
- Bachelor's Degree
- Be a detailed oriented professional with analytical thinking skills
- Be able to manage multiple tasks and assignments
- Be able to solve problems that may arise and be comfortable working both collaboratively & independently
- Honesty, Integrity and reliability a must
- Possess and display a commitment to CLC workplace values of diversity, equity and inclusion and fostering a culture of dignity, respect and lifelong learning

This position is a full-time exempt position. Salary range \$65,000-\$75,000

Please submit resume and cover letter outlining your qualifications for this position to joelweiss@clcstamford.org

No phone calls please