

## **Philanthropy Writing and Research Associate**

Connecticut Fund for the Environment / Save the Sound  
New Haven, CT

Connecticut Fund for the Environment/Save the Sound (CFE) is a leader in protecting the land, air, and water of Connecticut and Long Island Sound. We use legal and scientific expertise and restoration projects to bring people together and to achieve results that benefit our environment for current and future generations. We work with thousands of partners and stakeholders, including elected officials and community leaders, individual citizen activists, volunteers, and members. Our organization is based in New Haven, Connecticut, with an office in Mamaroneck, NY.

We are seeking a full-time Philanthropy Writing and Research Associate to join our team to protect our region's environment. The ideal candidate will be a passionate, organized, individual who will become an integral member of the individual giving team, focused on researching potential major donors and writing acknowledgements, appeals, updates and other compelling correspondence to our major donors. Major donors are defined as those with the capacity and willingness to give \$1,000 or more. The candidate must have experience in research and writing for non-profit philanthropy, be highly organized, detail-oriented, creative, and skilled in communicating with donors. Responsibilities will also include proper recording of information in our donor database, other occasional projects and assistance with organizing some events.

The position reports to the Chief Development Officer, based in the CFE office in New Haven. Occasional work on weekends and evenings and periodic travel in Connecticut and New York may be required.

### **Responsibilities include:**

- Management of research and identification of new major donor prospects, by researching current member level donors to the organization and seeking out new donors.
- Management and preparation of briefing materials for meetings and other reports for individual giving team.
- Creatively and accurately composing updates to major donors and proposals for major donor gifts, working closely with our program and project staff.
- Entering and maintaining data in EveryAction, our CRM, with respect to acknowledgements, research, briefings and proposals.
- Writing all acknowledgement letters for major donor gifts, coordinate signatures, mailing and proper recording in CRM.
- Assisting with major donor event planning and attend events occasionally in Connecticut or New York.
- Engagement in other projects as assigned by Chief Development Officer and Advocates and Special Gifts Officer.

### **Qualifications**

- Bachelor's degree in relevant field or equivalent.
- Three years work experience demonstrating increasing levels of responsibility with at least one year of experience in philanthropy.

- Demonstrated ability to write creatively and persuasively with accurate synthesis of information from project or program activities.
- Good understanding of philanthropy and the motivations of donors.
- Excellent skills at internet research, databases, Microsoft office and philanthropy CRMs.
- Ability to work independently as well as with a team.
- Comfort and interest in speaking with major donors.
- Attention to detail and excellent organizational skills.
- Ability to prioritize tasks.
- Passion for the mission and goals of our organization.

**Common Organizational Job Responsibilities:**

- Assist with execution of the annual development plan to support meeting the annual organizational and program budget goals.
- Maintain positive and productive working relationships with all CFE/Save the Sound staff members. This includes providing and receiving constructive feedback.
- Participate in building productive relationships with CFE/Save the Sound's supporters, external partners, policy makers, and the general public.
- Participate in organizational meetings and activities as requested, such as monthly staff meetings, trainings, and ad hoc planning committees.
- Complete all administrative work on time, such as time sheets, purchase orders, project reports and planning documents.

**To Apply**

Please submit a cover letter, three writing samples, salary requirements and a resume describing your interest and qualifications for this position by COB on February 15, 2019. Please use subject line: Philanthropy Writing and Research Associate when you submit the materials to: [vwormely-radford@ctenvironment.org](mailto:vwormely-radford@ctenvironment.org) . No phone calls, please.

CFE/Save the Sound seeks to support diversity in all programs and staffing, and provides equal employment opportunity without regard to race, color, religious creed, national origin, sex, age, marital status, pregnancy, sexual orientation, physical or mental disability, veteran status, political affiliation, ancestry, gender identity, or any status protected by law. People of all backgrounds are strongly encouraged to apply.