



*“Changing the lives of under-represented college bound students”*

**“Donor Relations & Philanthropy Specialist”  
Temporary- 6 month position**

**Description**

**Job Title:** Donor Relations & Philanthropy Specialist  
**Reports to:** Executive Director  
**Work Hours:** 20 hours per week, part-time  
**Salary Range:** \$3,500 (performance based monthly retainer)  
**Start Date:** August/September 2022

**History**

Higher Heights Youth Empowerment Programs, Inc. (HHYEP), founded in 2004, is a statewide college access organization that provides college-planning services to districts and high school students, grade 9 thru 12, and their families, throughout the State of Connecticut.

Our **mission** is to change the lives of under-represented college-bound students and **Empower, Encourage, and Equip** them to obtain a post-secondary education.

Our **organization’s goal** is to provide more equitable access to college preparatory resources and services to a broad range of students and their families who have a history of being deprived and who as a consequence are underrepresented in the pool of academically high-achieving students.

**I. Job Summary**

**Summary/Description:** This position is responsible for taking the lead in developing, organizing, implementing, and sustaining engagement, outreach, and fundraising efforts to enhance and grow revenue and current prospective individual and corporate donors. The Donor Relations & Philanthropy Specialist will also take the lead and provide comprehensive administrative assistance with a focus on program-related fundraising support, effective database development and management of reporting, event logistics, and donor stewardship efforts (acknowledgments, printed material inventory, prep material for donor meetings, and other related activities). When appropriate the Donor Relations & Philanthropy Specialist will recruit and supervise volunteers to help with organization-wide events and programs. Paramount in this role is the keen ability to work with a high degree of independence and juggle various projects/events at once while maintaining a clear view of how each project/event supports and advances the organization’s mission, vision, and goals.

**Primary Responsibilities** –

- Design, document, and implement a systematic and integrated donor relations program

157 Church Street, 19<sup>th</sup> Floor ♦ New Haven, Connecticut 06510

Office (475) 655-3117

[www.higherheightsyouth.org](http://www.higherheightsyouth.org)





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- Establish and successfully manage information tracking processes regarding acknowledgement, recognition, on-going communications and continued cultivation of past and current donors and community members to enhance their relationship and increase the likelihood of continued contributions
- Maintain online profiles including The GreatGive
- Assist with final reports for contributions, fundraising efforts, and other programs/events that arise
- Schedules and attends internal and external meetings when required
- Create and maintain physical donor communication materials and inventory general development of supplies
- Manage logistics of donor solicitations and appeals, as well as support Development Assistant in reviewing donor pledges and contribution acknowledgements
- Write and edit content for a wide variety of donor communications, including proposals, emails, mailings, and reports.
- Answer general development phone and email inquiries
- Solicit in-kind donations for various events, programs, and projects
- Successfully create, schedule, and oversee four to six yearly fundraising events

**Preferred Qualifications:**

- Bachelors’ degree from an accredited four-year university required
- Minimum of two years or more of non-profit donor relations experience
- Proficient in Microsoft Office & Google Suite
- Strong Marketing and Branding Skills
- Strong Strategic Management Skills
- Ability to track and utilize data for programmatic decision-making
- Strong commitment to the mission and values of the organization
- Ability to work with and motivate a broad spectrum of people (ethnic, socioeconomic, educational, professional, and generational)
- Ability to advocate effectively while maintaining positive working relationships
- Willingness and ability to take initiative
- Strong desire to learn and grow professionally
- Highly organized with the ability to multi-task and deliver commitments in a timely manner
- Computer literacy, including Microsoft Office and experience with CRM databases and other fundraising tools (i.e. Blackbaud, QGiv, and First Giving)
- Valid driver’s license and reliable transportation; willingness to travel within the organization’s territory

**HOURS/LOCATION**

- Fully remote- the person must reside in the State of Connecticut

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**COMPENSATION & BENEFITS:**

- Monthly cell phone stipend
- Mileage Reimbursement
- Business Laptop
- Conferences & Professional Development

**Submission Information:**

Please submit materials that detail your interest, qualifications, and other relevant information. At a minimum, application materials should include a cover letter; a resume detailing background and skills; and a list of three professional references.

Email all materials to [chaka@higherheightsyouth.org](mailto:chaka@higherheightsyouth.org)

FLSA Status: Exempt

Date: 06/2022

*Higher Heights Youth Empowerment Programs, Inc. is proud to be an Equal Opportunity Employer. Employment with Higher Heights Youth Empowerment Programs, Inc. is based solely on qualifications and competence for a particular position, without regard to race, color, ethnic or national origin, age, religion, creed, gender, sexual orientation, disability, or marital, military, or citizenship status.*

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