



Carver has an immediate need for an Individual Giving Coordinator

About us: The Port Chester Carver Center helps our community thrive through programs that nourish, educate, and empower. Founded in 1943, Carver Center began as a small storefront daycare program for African American children whose parents worked in wartime defense plants. The Carver Center grew to be a small food pantry and childcare program that operated out of a rented synagogue basement for over 50 years. In 2000, Carver Center moved to our current location—a 50,000 square foot building that features classrooms, multi-use rooms, a 25-yard heated indoor pool, saunas, a full-court gymnasium, movement studio, a fully equipped kitchen, tech lab, food market, and a STEAM makerspace. Informally known as the heart of the community, Carver Center’s programs and services meet the holistic needs of people at every stage of life. Carver Center’s programs address food insecurity; childcare; out-of-school-time enrichment; youth development; services to support immigrants (citizenship classes); programs for senior citizens; aquatics and more.

Position Overview: Reporting to the Chief Advancement Officer (CAO), the Individual Giving Coordinator is a key member of the team, assisting in the growth of Carver Center’s individual giving initiatives. The Advancement Coordinator is responsible for maintaining the Carver Center’s fundraising database, timely communication with stakeholders, processing donor acknowledgments, processing volunteer applications, and working closely with the CAO and Chief Executive Officer (CEO) to build relationships with our supporters. The incumbent should possess a keen attention to detail, ability to multitask, exceptional interpersonal skills, and an understanding of nonprofit fundraising.

Position Specific Duties/Responsibilities:

- Manage database integrity by continually updating records
- Process donations and prepare acknowledgment letters and other correspondence
- Cultivate, grow and retain donor relationships by engaging donors to deepen their relationship with Carver Center
- Schedule, plan, and prepare donor meetings for the CAO and CEO
- Identify new donor prospects in collaboration with the Director of Advancement and CAO
- Serve as a front-line intake for volunteer opportunities and process volunteer applications
- Support the larger advancement team in measuring and tracking key performance indicators for the department
- Conduct preliminary research on prospective donors
- Work collaboratively with the Advancement team to creatively engage Carver Center donors
- Manage fundraising mailings and e-mail campaigns
- Create monthly fundraising reports and other database reports as needed
- Assist in the planning and execution of fundraising events, drives, and donor events
- Attend meetings of the Board of Directors to assist with set-up and take notes
- Performs other duties and special projects as assigned

Position Qualifications/Skills/Knowledge Requirements:

- BA/BS degree
- Exceptional writing skills
- Fundraising database experience preferred
- Excellent time management and organizational skills with the ability to work well under deadlines
- Willingness and flexibility to support emerging priorities
- Outstanding oral and interpersonal communication skills including comfort with phone outreach
- Demonstrated ability to manage multiple projects with strong attention to detail
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Outlook
- Keen attention to detail

Training Requirements to Maintain Position:

- Attend required staff orientation, Carver Center meetings, and possible evening/weekend seasonal events.

The Carver Center is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate based on race, creed, color, religion, marital status, familial status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, gender, sexual orientation, gender identity or expression, predisposing genetic characteristics veteran status, domestic violence victim status, or any other status protected under federal, state, or local law.

Carver Center employment policy requires the completion of a full background check prior to hiring, as well as references.

Rate: Estimated range for this position is \$25-\$28 per hour for 35 hours per week, commensurate with experience; medical, dental & vision benefits available, group term life, long-term disability, accidental death and dismemberment coverage, IRA matching contributions, paid time off.

How to Apply: Send cover letter and resume to gnocco@carvercenter.org and ckane@carvercenter.org.