141 Franklin Street Stamford, CT 06901
InspiricaCT.org

Inspirica, Inc.
Manager, Donor & Community Engagement
Job Description

Location: 4 days in the office in Stamford, CT, with 1 remote day
Reports to: VP, Development
FLSA Status: Full-time Exempt
Hours per week: 40; 9am-5pm, Monday-Friday
Salary: $65,000 - $75,000

About Us
Inspirica is a mission-driven 501C3 organization dedicated to providing housing and comprehensive services to individuals and families experiencing homelessness. With multiple programs and diverse grant funding sources, we work to create sustainable solutions that empower our residents and strengthen our community.

Position Overview
Inspirica is seeking an entrepreneurial, relationship-driven Manager, Donor & Community Engagement to play a critical role in advancing the organization's fundraising, community engagement, and mission-awareness objectives. This highly visible position is responsible for cultivating meaningful relationships with donors, volunteers, corporate partners, and community stakeholders that inspire philanthropic investment and deepen engagement with Inspirica's mission. The successful candidate will serve as a key ambassador for the organization, helping to strengthen donor loyalty, expand volunteer participation, and elevate community visibility to showcase the transformative work of Inspirica. Working closely with the VP, Development and executive leadership, this individual will contribute to strategies that support sustainable revenue growth and long-term community partnership development.

Key Responsibilities

Donor Engagement & Stewardship

- Support the cultivation, engagement, and stewardship of a portfolio of individual donors and prospective supporters across multiple giving levels.
- Develop and implement strategies to grow and strengthen Inspirica's recurring giving program, increasing donor retention and lifetime value.
- Partner with the VP, Development to create personalized donor engagement plans, stewardship initiatives, and recognition opportunities.
- Coordinate meaningful donor experiences, including site visits, volunteer opportunities, mission presentations, and impact briefings.
- Collaborate with Communications to create donor-facing communications and materials, including stewardship reports, impact updates, acknowledgments, proposals, and presentations.
- Maintain accurate and timely donor records, activity tracking, and follow-up actions within Raiser's Edge.
- Identify opportunities to deepen donor engagement and move supporters through the philanthropic pipeline.

Community Partnerships & Volunteer Engagement

- Lead coordination and ongoing enhancement of Inspirica's volunteer engagement program, ensuring a meaningful and mission-driven experience for all volunteers.
- Serve as the primary point of contact for volunteer recruitment, onboarding, engagement, and stewardship activities.
- Build and strengthen relationships with corporate partners, civic organizations, faith communities, schools, and other community stakeholders.
- Coordinate volunteer projects and service opportunities in partnership with program and operations teams.
- Represent Inspirica at community events, networking opportunities, and outreach activities to increase awareness and engagement.
- Monitor and evaluate volunteer participation metrics and community engagement outcomes.
- Manage and continuously enhance volunteer systems, policies, training materials, and onboarding processes to ensure a positive and mission-aligned experience.
- Track volunteer participation, outcomes, and impact metrics, preparing reports and analyses to support organizational planning and stakeholder engagement.
- Develop volunteer recognition initiatives that celebrate service, strengthen retention, and reinforce volunteers' connection to Inspirica's mission.
- Identify opportunities to leverage volunteer engagement as a pathway to donor cultivation, community advocacy, and broader organizational support.

Events & Special Initiatives

- Partner with the Development team to plan and execute signature fundraising and engagement events, including: Seeds of Hope Gala, Harvest for Hope, and Holiday Wishes Gift Drive.
- Coordinate event logistics, vendor relationships, sponsorship fulfillment, volunteer assignments, guest communications, and attendee experience.
- Support event fundraising objectives through donor cultivation, stewardship, and follow-up activities.
- Provide on-site leadership and operational support for events, including setup, registration, hospitality, and post-event engagement.
- Serve as a collaborative partner across departments to identify opportunities for deeper constituent engagement and mission visibility.

Qualifications

Education & Experience

- Bachelor's degree required.
- Minimum of 3-5 years of experience in nonprofit development, donor relations, community engagement, fundraising, communications, or a related field.
- Demonstrated success building relationships with donors, volunteers, community organizations, or external stakeholders.
- Experience supporting fundraising initiatives, donor stewardship programs, or volunteer engagement efforts preferred.
- Experience with donor databases and engagement tools, including Raiser's Edge NXT, Givesmart, and Constant Contact.

Knowledge, Skills & Competencies

- Alignment with Inspirica's mission and passion for serving individuals and families experiencing homelessness and housing instability.
- Exceptional interpersonal skills with a demonstrated ability to build authentic relationships and inspire engagement.
- Strong written and verbal communication skills, including presentation and storytelling capabilities.

- Professional presence with the ability to represent the organization confidently with donors, volunteers, corporate leaders, and community stakeholders.
- Highly organized with strong project management skills and attention to detail.
- Ability to manage multiple priorities while maintaining a high standard of quality and responsiveness.
- Proficiency with Microsoft Office Suite and familiarity with content creation platforms such as Canva or comparable tools.
- Analytical mindset with the ability to track engagement metrics and utilize data to inform strategy.
- Commitment to collaboration, innovation, and continuous improvement.
- Flexibility to work occasional evenings and weekends in support of fundraising and community engagement activities.

Inspirica is proud to offer a comprehensive program of benefits designed to serve the diverse needs of our workforce. Benefits include:

- Medical, Dental & Vision Insurance
- Health Savings Accounts (HSA) & Flexible Spending Accounts (FSA)
- 403(b) Retirement Plan
- Short-term and Long-term disability, Life Insurance, AD&D
- 24 days of Paid Time Off (including vacation time and sick time)
- 11 days of Paid Holidays (including 1 Floating Holiday)

Inspirica, Inc is an equal opportunity employer and is committed to workplace diversity.
Candidates from diverse backgrounds are encouraged to apply.