



Development Database and Office Manager

Our Mission: **Future 5** helps connect motivated low-income high school students in Stamford to their full potential leading to independence and productive citizenship.

The Development Database and Office Manager is a part-time position yet this person plays a key logistical role in ensuring the effective operations of **Future 5**. The person filling this role is responsible for maintaining **Future 5's** eTapestry (fundraising CRM), constant contact accounts, development processing, event RSVP's, and appeal assistance along with all office administration and general management responsibilities.

Primary Duties and Responsibilities:

Database Management (*e-Tapestry*) - 65%

- Responsible for processing, entering and managing donation information in database
- Responsible for updating and managing the revenue projections through the **Future 5** pipeline
- Responsible for processing matching gifts
- Responsible for maintaining hard copy donor files and giving history
- The running of donor reports to aid in development and board meetings
- Send out formal gift acknowledgements (tax receipts)
- Track Founder, Executive Director, and various Board members personal thank you notes
- Entering and maintaining contact information in both eTapestry and Constant Contact
- Support with Appeals (running segmented donor lists and printing labels)
- Formalizing process and maintaining database for connections (jobs, colleges, social services, etc.) for both programming and development needs.

Events - 5% of time

- Maintaining RSVP data
- Lending an extra set of hands when needed

Future 5 helps motivated, low-income high school students in Stamford connect to their full potential, leading to independence and productive citizenship.



Office Management - 30%

- Responsible for making sure that **Future 5's** facilities are operational. This includes being observant of computer, phones, copier and lights not working.
- Responsible for fire safety, making sure fire extinguishers are compliant
- Ordering of computers, phones, and any furnishings
- Office organization and ordering supplies, stationary and business cards
- Working with **Future 5's** Financial Manager and Executive Director responsible for onboarding and off boarding staff
- Responsible for job posting management (not responsible for copy)
- Liaison between Stamford Downtown Special services to obtain employee discount parking
- Forward inquiries from the website to appropriate department head

Candidate Qualifications:

The ideal candidate will have:

- a Bachelor's Degree and work authorization
- 3-5 years in Non-Profit Development related Database Management experience and Administrative Office Support
- High level of demonstrated attention to detail
- Strong familiarity and skill set using: G-Suite products; Constant Contact; Adobe; Microsoft Office Products; e-Tapestry or other similar development focused CRM database
- Ability to thrive in a high paced, fluid team environment

Compensation: The successful candidate will be compensated based on experience and expertise.

Application Instructions: Applicants should reply with a resume and cover letter that references their experience in relation to the qualifications listed in the position description. No phone inquiries will be accepted; all inquiries and resumes should be submitted via email to careers@futurefive.org

Future 5, Inc. prohibits discrimination on the basis of race, color, religion, sex, pregnancy, national origin, age, veteran status, disability, sexual orientation, gender identity/expression and any other factor protected by law. This applies, consistent with applicable law, to all phases of employment, including recruitment, compensation, benefits, participation in all company sponsored employee activities, events, and programs.

Future 5 helps motivated, low-income high school students in Stamford connect to their full potential, leading to independence and productive citizenship.

Future 5 | 135 Atlantic Street, Stamford, CT 06901 | (203) 358-8787 | futurefive.org