



Foundations in Faith Program Associate – Part time

The Foundations in Faith Program Associate will serve a pivotal role in ensuring the Foundation's goals and objectives are achieved through responsibilities including communications, fundraising, and grant management. In addition to creating and coordinating the foundation's communications, the Program Associate will provide programmatic and administrative support to grant management processes and fundraising campaigns. This position is part-time and the hours will vary based on the Foundation's needs. Specifically, there will be times where the demand is more substantial such as during grant request and vetting seasons. It will likely average 15 hours per week.

Foundations in Faith, Inc. Overview:

Foundations in Faith, Inc is a Connecticut not-for-profit organization committed to supporting the pastoral ministries of the Diocese of Bridgeport, CT. The Foundation awards grants to support: faith formation, missionary parishes, evangelization, support for priests, seminarians, the elderly in Catholic Nursing Homes, special needs ministries as well as pastoral justice/equity initiatives and other ministries.

Duties and Responsibilities:

Communications

- Working with the Director, developing and implementing the Foundations in Faith communication strategy; creating effective materials; managing the website, social media, e-newsletter and other communications
- Assisting with Board of Trustee communications
- Expanding awareness and community engagement through creative and strategic use of the Foundation's communications media and resources

Fundraising

- Coordinating fundraising initiatives
- Assisting with the process of identifying and establishing new relationships with prospective donors
- Coordinating donor meetings and follow up communications, supporting donor cultivation and stewardship
- Tracking donor information and acknowledgements, keeping records of gifts and communications

Grant Management

- Working with the Director, providing coordination and support in all aspects of the grant cycle administration processes from tracking applications, vetting, committee recommendations for funding to grant award letters, fund transfers and grantee updates/reports.
- Ensuring compliance with required fund, tax and legal obligations

Experience and Core Competencies:

- Three (3) years of related experience in a comparable position; Bachelor's Degree preferred
- Strong knowledge of MS Office, WordPress, MS Teams, and Google Suite
- Excellent communication, organizational and interpersonal skills
- Superb project management and problem-solving skills
- Ability to work in a fast-paced environment demanding expert time-management as well as a high degree of confidentiality and discretion
- Ability to positively work with all levels of constituents
- Non-profit experience with and knowledge of the Catholic faith are preferred

***Foundations in Faith** is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, or disability.*

Apply:

To apply, please send your resume, salary requirements, and cover letter to kelly.weldon@foundationsinfaith.org