

POSITION AVAILABLE



TITLE: **Development and Outreach Coordinator**

SUMMARY

New Jersey Future seeks a dynamic, organized self-starter with a passion for the issues New Jersey Future cares about to coordinate and implement corporate outreach, sponsorship and relationship-building activities, including events. We prefer a candidate with strong people skills, some experience in sales, marketing, fundraising or event management, and a desire to work and learn collaboratively.

ORGANIZATIONAL OVERVIEW

Founded in 1987, New Jersey Future is a nonprofit, nonpartisan organization that promotes growth that fosters vibrant cities and towns, protects natural lands and waterways, enhances transportation choices, provides access to safe, affordable and aging-friendly neighborhoods and fuels a strong economy. The organization does this through original research, innovative policy development, advocacy, strong partnerships and hands-on technical assistance. New Jersey Future is based in downtown Trenton, N.J. For more information please visit our website at www.njfuture.org

JOB DESCRIPTION

The development and outreach coordinator reports directly to the deputy executive director and assists with the development and implementation of numerous event, program, marketing and fundraising activities. A significant part of the job includes creating compelling opportunities for corporate and individual donors to support New Jersey Future and to make the experience of contributing satisfying and rewarding. The position provides great opportunities to network and work with a diverse set of people in planning, design, real estate and policy organizations across the state. The position is full-time with some flexibility in total hours and times worked. Salary and benefits are commensurate with experience and time commitment, but on the scale of a small non-profit organization.

RESPONSIBILITIES

- Manage fundraising and sponsorship components of the organization's annual Redevelopment Forum and Smart Growth Awards events.
- Develop an annual corporate and individual outreach and fundraising plan, including sponsorship opportunities and benefits.
- Manage the corporate and individual membership program.
- Identify new prospects through research and networking.
- Create and coordinate effective marketing materials and communications.
- Solicit direct contributions and sponsorships throughout the year.
- Cultivate new and existing donors through regular communication, meetings and identification of value-added products or services that can be offered.
- Coordinate social media, website and other outreach with the director of communications.

- Stay on top of changes within the smart-growth industry, the organization's programs and the development profession that are pertinent to raising money.
- Write and manage direct fundraising appeals.
- Coordinate events, including finding venues and managing event logistics.
- Assist with gift processing and acknowledgement.
- Maintain up-to-date records in the organization's central donor database and files.

SKILLS

- Sales-oriented personality: attentive, persistent, and flexible
- Ability to represent the organization professionally in a corporate setting
- Strong interest and ability to build corporate relationships
- Good follow-through and follow-up
- Highly organized
- Self-starter
- Capacity to speak confidently and intelligently about the organization's work
- Talent for working well with a diverse range of people
- Ability to work well in a team setting
- Ability to write persuasive and informative correspondence
- Ability to learn and use database software effectively
- Capable of creating and organizing events
- Proficient with social media
- Some experience in website management and graphic design a plus
- Ability to see and work within the big picture
- A belief that we can make New Jersey a better place through our work

Interested and qualified candidates are invited to send a resume, cover letter and salary requirements to njfuture@njfuture.org.

New Jersey Future is an Equal Opportunity Employer