



POSITION AVAILABLE

Development and Administrative Associate

ABOUT US: At New Jersey Future, we believe that great places help build great lives. To help create and preserve our great places, we promote sensible and equitable planning, redevelopment, and infrastructure investments that foster vibrant cities and towns, protect natural lands and waterways, enhance transportation choices, support a strong economy, and provide access to safe, affordable and aging-friendly neighborhoods for everyone. We do this through original research, innovative policy development, coalition-building, advocacy, and hands-on strategic assistance. Embracing differences and advancing fairness is central to our mission and operations and we are firmly committed to pursuing greater justice, equity, diversity, and inclusion in our work and culture. New Jersey Future is located in downtown Trenton, NJ. For more information, visit www.njfuture.org.

POSITION SUMMARY: New Jersey Future seeks a skilled, organized, and motivated individual to provide support for activities in development (fundraising/marketing/events) and administration (finance/human resources). The Development and Administrative Associate will work within a collaborative team environment on a variety of tasks, including fundraising, sponsorships, database management, event support, basic bookkeeping, human resources, and administrative functions. This position will jointly report to the Director of Development and Outreach and the Manager of Finance and Administration.

RESPONSIBILITIES

The Development and Administrative Associate will be engaged in two primary areas of work. The primary areas and specific responsibilities are:

Development/Marketing (50%)

- Fundraising/Donor Relations: Assist with outreach and follow-up with donors including event sponsors, funders, and individuals; tracking and updating donor-tracking documents.
- Event Support: updating planning and financial documents, coordinating speakers, exhibitors, sponsors, and vendors, on-site event set-up (occasionally outside business hours), virtual event portals, etc. Coordinate sponsor benefits and recognition with communications colleagues.
- Communications Materials: Assist with the preparation of print and digital content, update existing materials as needed.
- Databases: Developing and maintaining accurate and current databases and email lists using assorted technologies including donor, contacts, and email management systems, as well as meeting/event platforms.
- Websites: Assist with website updates as needed.
- Research: Support in the area of fundraising, marketing, and communication as needed.
- Meeting Attendance: Participate in regular meetings as part of the communications/development team as well as full-staff meetings and assigned work groups.

Administrative (50%)

- Financial: Enter and process donor invoices, vendor invoices, deposits, and vendor payments.
- Human Resources: Process and file onboarding, timesheet, termination, and request paperwork.
- Recordkeeping: Record, document, and process updates to organization policies and procedures.
- Board of Trustees Support: meetings (scheduling, invites, logistics, materials, notetaking, on-site support), onboarding, and maintaining related documents.
- Office Supplies: Maintain, organize, and order general office supplies to ensure teams have everything they need to succeed.

REQUIREMENTS

- Associate's degree required.
- Minimum of two years of related work experience with a demonstrated track record of working well in a team environment.
- Commitment to justice, equity, diversity, and inclusion by employing these values in all aspects of their work.
- Solid organizational skills, including ability to organize multiple project tasks, manage multiple contact lists, and ability to work independently.
- Excellent computer skills (e.g., database, word processing, spreadsheet, Google Workspace, and Microsoft Office)
- Knowledge and experience working with an email provider (such as Constant Contact); design software (such as Adobe or Canva); and database software.
- Strong attention to detail and level of typing accuracy.
- Strong verbal and written communications skills.
- Ability to learn quickly and work well in a fast-paced team environment.
- Motivated by the organization's issues and a strong mission-driven work ethic.
- Demonstrated track record of interacting and coordinating with a diverse group of individuals.
- Ability to maintain the highest levels of integrity, ethics, and confidentiality.
- Ability to periodically lift, carry, and move up to 25 pounds.

COMPENSATION: The full-time salary for this position is in the range of \$38,000-\$48,000 and depends on the candidate's experience and skills. Salary is negotiable. This is a full-time position with benefits, including health, dental, vision and life insurance, 403(b) retirement plan, short and long term disability, and commuter benefits.

APPLICATION: Interested and qualified candidates should submit a cover letter and a resume to HR@njfuture.org. If selected, relevant references will be required. Writing samples may be required.

New Jersey Future is currently hybrid, which gives employees the opportunity to work remotely up to three days per week.



At New Jersey Future, we embrace differences and advance fairness as a means to nurturing powerful ideas and realizing meaningful social change. All qualified candidates are encouraged to apply and will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.