



Development Manager

Nonprofit Park Conservancy (Newark, NJ)

A thoughtful cover letter is required to be considered for this position. One that demonstrates how your experience will achieve results & benefit our community.

Position Description

This position supports a nonprofit park conservancy senior leader and its Board of Trustees Fund Development and Finance Committees. The individual will plan and coordinate all aspects of fund development. Provide leadership on all fundraising initiatives including special events, major gifts, planned giving, sponsorships, donor cultivation and especially proposal writing. Identify, organize and manage the fundraising activities with a focus on new opportunities to obtain ongoing and increased support from corporations, public and private organizations, faith communities, and individuals.

The individual must achieve quarterly and annual revenue goals by executing sound fund development strategies laser-focused on pursuing new funding opportunities. The individual is responsible for strengthening current relationships and building a new funding pipeline. The individual must work cross-functionally to leverage and enhance donor and prospect engagement, utilize database management tools and manage the total portfolio to achieve financial and non-financial goals.

We are especially seeking someone with experience in writing winning proposals in our core impact areas: Parks & Recreation, Environmental Stewardship, Environmental Justice, Racial Equity, Workforce Development, Education & Youth Service, and Health & Wellbeing.

Key Responsibilities

Fundraising & Account Management

- The individual will work with the senior leader of a nonprofit park conservancy to set and execute long-term cross-functional strategic plans to fundraise – exceeding quarterly and annual budget goals. Plans will include benchmark milestones on financial results, relationship development goals, year-round engagement and donor stewardship processes.
- Establish and maintain a qualified fundraising pipeline, focused on achieving stretch goals to support enhanced revenue streams.
- Oversee, plan and execute annual fundraising initiatives to exceed revenue goals.
- Focus on identifying, cultivating, soliciting and stewarding prospective donors, as well as, increasing engagement with existing supporters.
- Establish and sustain a network of relationships within companies including senior executives, corporate campaign managers and CSR leads, while providing support in the planning and execution of successful fundraising initiatives.
- Through sponsorships, engage companies and individuals in volunteerism and educational opportunities.
- Maintain financial projections, donor engagement visits and other key campaign metrics.
- Provide accurate weekly reporting on prospecting, probability and won grant proposals and sponsorships.
- Be knowledgeable about all fundraising platforms and tools available and guide use of these platforms to meet organizational goals.

Relationship Management



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- Achieve relationship management performance goals by conducting donor engagement visits throughout the year.
- Capture, enter and maintain relevant stakeholder information in database. Effectively embrace and utilize the CRM technology solution to manage relationships.
- Collaborate with volunteer engagement coordinator to connect company representatives and others with volunteer projects throughout the year.
- Work closely with Board Members and provide communication and materials throughout a fundraising event or campaign to ensure their success.
- Champion a culture of collaboration, continuous learning and improvement while upholding our values.
- Participate and take a leadership role in other organizational opportunities and initiatives as requested to include but not limited to annual days of service, corporate days of service and other programs.

Position Requirements

- Excellent written, verbal and interpersonal communication skills.
- The successful candidate will be mature, highly motivated, and team-oriented with the highest ethical standards and ability to drive results.
- A minimum, five years of business-to-business sales management or non-profit fundraising experience preferred.
- Bachelor's degree or higher preferred in business, marketing or non-profit management or related field ideal.
- Possess strong knowledge of Microsoft Office Suite, including Word, Excel and PowerPoint.
- Delivers effective individual and group presentations which are powerful and impactful to drive financial support.
- Skilled in developing key relationships with individuals while building rapport quickly to deliver results.
- Demonstrate a sense of urgency, ability to independently determine priorities, maintain activity on several projects simultaneously and meet deadlines.
- Ability to work collaboratively, act innovatively and embrace consistent and rapid change.
- High levels of organization and prioritization.
- Self-motivated and able to thrive in a fast-paced, complex, goal-oriented and collaborative team environment.
- Sound judgment, discretion and commitment. Maintain confidentiality and a high degree of accuracy in record keeping.

Application Instructions

Interested candidates must submit a resume, cover letter, and three references to Thomas Dougherty at hr@jerseycares.org. **Applications received without a cover letter will not be reviewed nor considered.**



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Salary & Compensation

The salary for the Development Manager position is \$60,000 annually. We offer a comprehensive benefits package designed to support the health, wellness, and financial security of our employees and their families. Benefits include:

- Health, dental, and vision insurance
- Retirement plan contributions
- Paid time off (including vacation, sick leave, and holidays)
- Professional development opportunities
- Life and disability insurance
- Employee assistance program

Equal Employment Opportunity Statement

Jersey Cares 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, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. We are especially committed to increasing the representation of those from historically underserved and underrepresented communities. Jersey Cares is also committed to compliance with all fair employment practices regarding citizenship and immigration status.