



New Jersey Institute for Social Justice Development Associate

The New Jersey Institute for Social Justice seeks a dynamic and entrepreneurial Development Associate to work with the Institute's development program to grow our revenue stream and strengthen our relationships with supporters. The Development Associate will help drive and implement the fund development growth strategy and assist with managing the operation of the development programs.

The Institute's Mission:

The New Jersey Institute for Social Justice ("Institute") is a leading social justice organization that empowers residents of urban communities to realize and achieve their radical potential. Established in 1999 by Alan V. and Amy Lowenstein, the Institute's dynamic and independent advocacy is aimed at toppling load bearing walls of structural inequality in order to create just, vibrant, and healthy urban communities. The Institute employs a broad range of tools to advance its ambitious urban agenda, including strategic public education, grassroots organization, policy analysis and research, legislative campaigns, the development of pilot programs, direct services, and litigation.

Position:

The Institute is looking to hire a Development Associate.

Roles and Responsibilities:

The Development Associate will:

- Coordinate with the Chief Operating Officer to create and implement an annual fundraising plan that includes year-round cultivation, solicitation, and stewardship of current and prospective donors. The fundraising plan, to be submitted in September of each year, will list specific private solicitation, events, and grant goals and will chart the tasks necessary to achieve each goal along a timeline within the fiscal year;
- Assist in developing and executing a comprehensive donor-centered fundraising program that includes specific fundraising goals and targets, with a focus on the acquisition of leadership gifts from high-level prospects and donors with the capacity to make gifts of \$10,000+ annually;



- Brief the Chief Operating Officer (COO) and other key solicitors in preparation for solicitation or stewardship meetings, including conducting prospect research and preparing appropriate background materials in advance of meetings;
- Identify and secure other potential sources of funding, such as foundation grants, where appropriate;
- Work collaboratively and cooperatively with staff and colleagues to ensure the most effective donor-driven strategies; and

Private Solicitation (includes individuals, corporations, planned gifts, etc.)

- Assist with a long- and short-term outreach strategy for each donor prospect including a follow-up plan consisting of coordinating schedules to arrange meetings, drafting personalized thank you letters from the President, and generating all necessary materials, etc.;
- Organize small cultivation events;
- Develop written briefing materials for President & CEO prior to meetings and events; and
- Maintain accurate and current individual donor/prospect database and correspondence files.

Annual Public Event

- Work with the COO and board to identify and approach honorees;
- Work with board committee; and
- Assist with managing all aspects of the event including, but not limited to: expense budget, printed materials, vendors, mailings, research, donation tracking, all logistical details of the event, acknowledgements, and follow-up.

Grants/Contract Management

- Draft grant applications for new and renewal funding opportunities approved by management, overseeing the process from start to finish;
- Cultivate a thorough understanding of all existing Institute programs and the grants/contracts that support them to affirmatively leverage all aspects of the Institute's programs for fundraising efforts;
- Work with all staff to research and identify creative and appropriate grant and contract opportunities for the Institute, including how potential grants fits into the larger Institute programmatic and existing funder matrix;
- Create and maintain a grants calendar denoting application and reporting deadlines;



- Implement grant obligation performance matrix to track program compliance;
- Prepare grant and contract reports in coordination with the COO to assist with final preparation and submission of all grant applications and reports;
- Meet with institutional grant officers in consultation with the COO on a regular basis; and
- Identify and implement opportunities to showcase Institute work to funders (graduations, hearings, etc.).

Other Job Responsibilities:

- *Board of Directors:* As requested, develop reports for the Board of Directors on development program and relevant committees of the Board of Directors.
- *General staff leadership responsibilities:* Attend Institute functions. Assist COO in maintaining a collaborative team spirit within the office.
- *Planned Giving:* Work with the COO to develop and implement strategies for cultivating planned giving relationships with new and existing donors and prospects.
- *Foundation Grants Program:* Manage foundation grants program, including strategic prospect research, scheduling, writing, grant preparation, and reporting.
- *Donor Database Management:* Assure the proper recording, tracking, and reporting of gifts from major donors in the donor database. Assure the maintenance of accurate and current data files, including giving histories, profiles, and interactions. Work with relevant staff to produce necessary reports for auditors and reconciliation of funds.
- *Materials:* Participate in the development of messages, materials, and explanations of our work used in strategic donor communications. Contribute appropriately to the development of the Annual Report, and other communications that advance the Institute's mission and visibility to donors.

Minimum Requirements:

- Minimum of three years of experience in non-profit fundraising and a proven track record of soliciting, closing, and stewarding leadership gifts. Experience soliciting planned gifts, foundation grants, and other diverse sources is also desirable.
- Demonstrated experience developing long-term cultivation and solicitation strategies for high-level prospects and donors.
- Superb interpersonal, oral, and written communication and presentation skills; demonstrated ability to communicate effectively, comfortably, and respectfully with donors, staff, and lay leaders.
- Broad understanding of multi-faceted campaign planning, implementation, and management.



- Experience and comfort with donor database management and systems to track donor history, interests, and activity.
- Understanding of and passion for the Institute's mission. Ability to understand and speak compellingly about our work.
- A commitment to racial diversity; a personal approach that values the individual and respects differences of race, ethnicity, age, gender, sexual orientation, religion, ability and socio-economic circumstance, and ability to work with diverse individuals within the organization and broader community.
- Proficiency with Microsoft Office Suite.
- Ability to travel as well as the flexibility to work as needed to accomplish the organization's fundraising goals which may include evenings and weekends.

Compensation & Benefits:

Salary is commensurate with experience. We offer excellent benefits including paid vacation, sick leave, medical insurance, 401(k), life and long-term disability insurance, and generous paid holidays.

To Apply:

Please send 1) a cover letter explaining your interest in, qualifications for, and how you learned about the position as detailed in this announcement, 2) a current resume, and 3) a relevant writing sample of no more than two pages by email to: recruitment@njisj.org with "Development Associate" in the subject line of the email or by mail to:

Development Associate Recruitment
New Jersey Institute for Social Justice
60 Park Place – Suite 511
Newark, NJ 07102

Deadline:

Applications accepted until position is filled.



The New Jersey Institute for Social Justice is proud to be an Equal Opportunity Employer. We are committed to providing equal employment opportunities to you without regard to race, creed, color, religion, national origin, sex, sexual orientation, pregnancy, marital status, age, veteran status, disability or genetic information.