

Job Description Development and Communications Manager

Bergen Volunteers, a 57-year old nonprofit 501(c)3, is seeking a Development and Communications Manager to join our dynamic, growing organization. Our mission is to provide human service and training programs that improve lives and strengthen communities. Bergen Volunteers is a community hub, matching resources with needs and needs with resources. We are a fast paced, vision driven team, building demand and urgency for our programs and services. We believe in excellence in output of communications and services as we tell our story to the world. Join our “community center without walls” as we expand, so that we may continue to improve lives for years to come. This position reports to the Director of Development.

Duties and responsibilities:

- Communications duties include writing and releasing press releases, social media, website management, updating and creating marketing collateral, eblasts, fundraising campaigns, creating pitch decks, and overall institutional branding.
- Development duties include working with the Director of Development to maintain and seek out new corporate and foundation support, plan fundraising events, cultivate individual giving, and managing our donor database
- Any other duties as assigned

Qualifications

- Bachelor's degree
- Proficient computer skills and Raisers Edge experience a must
- Proficient in Adobe creative suite, Canva, Constant Contact, and Google platform
- Excellent written and verbal communication skills
- Experience with budgeting and budget development. Basic financial management skills
- Team player with exceptional interpersonal skills
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines

Location is not handicap accessible. Applicants must be able to walk upstairs.

Please send cover letter, resume, graphic, and writing samples to: jobs@bergenvolunteers.org.