



## JOB POSTING – MAY 2026

### Director of Development & Communications

Bergen Volunteers, a 60-year-old nonprofit 501(c)3, is seeking a full-time Director of Development & Communications to join our committed, energetic, and mission-focused team.

Bergen Volunteers mission is to provide human service and training programs to improve lives and strengthen communities. Bergen Volunteers has been an integral part of Bergen County for six decades, offering a wealth of programs and services.

Our volunteer-driven, direct-assistance programs support vulnerable seniors, at-risk youth, low-income families, and individuals struggling in our area. We offer leadership development and civic engagement training programs. We also engage individuals and businesses with networking and local community service opportunities.

The Director of Development & Communications is responsible for developing and implementing a diversified fundraising strategy to meet our year-end goals. This position will report to the CEO.

#### **Key responsibilities:**

##### Development

- Develop and implement a diversified fundraising strategy to achieve 1.2M fundraising goal.
- Identify and secure funding from corporations, foundations, individual donors, sponsors for programs and events.
- Build individualized cultivation and solicitation strategies for high-net-worth donors.
- Lead a team of 4 (special events, communications, community relations, grant consultant) with clear metrics, weekly meetings and guidance.
- Plan and execute appeals (digital/print), parlor events, women philanthropy programs, and other fundraising initiatives.
- Collaborate with the Development Committee chair to set agenda and meeting goals.
- Ensure data input and donor management with CRM tool. Experience with Bonterra/Every Action a plus.
- Oversee grant writing, reporting and calendar in partnership with grant writing consultant.
- Prepare presentation/materials for donor/sponsor meetings, speaking engagements and other.
- And perform other duties, as assigned.

##### Communications

- Prepare and distribute monthly newsletter and communications to volunteers/donors.
- Coordinate with Communications Manager on the social media calendar, annual Impact Report, and high-quality fundraising materials.



- Attend monthly networking and outreach events to represent Bergen Volunteers.
- And perform other duties, as assigned.

#### **Qualifications and Skills:**

- Bachelor's degree.
- 7+ years of proven success in cultivation, solicitation, meeting fundraising goals with an emphasis on individual donors, family foundations, and corporate sponsorships.
- Basic financial management/budget skills.
- Excellent attention to detail, time management and organizational skills
- Experience in managing people.
- Excellent communication, interpersonal, and presentation skills.
- Knowledge of Bergen County.
- Ability to work independently and as part of a team.
- Familiarity with donor database & other platforms (Constant Contact, Bonterra/Every Action).

#### **Job Details:**

Reports to: CEO

Job Location: Paramus, NJ

Salary Range FTE: \$85,000-\$100,000

Hours/Week: Monday-Thursday 8am-4pm and Friday 8am-2pm (Office closes on Friday at Noon from Memorial Day to Labor Day). There may be some week day evenings required.

Classification: Full-time, Exempt

Benefits Include: Medical, paid time-off for vacation and sick days

Work Space: Executive Office

**Accepting resumes via email until July 1, 2026. Please note that we cannot respond to every resume received.**

**Email cover letter and resume to: [careers@bergenvolunteers.org](mailto:careers@bergenvolunteers.org)**