

Development Manager

Job description

Bergen Volunteers, a 55-year old nonprofit 501(c)3, is seeking a Part or Full Time Development Manager to join our dynamic, growing organization. Our organization strengthens communities through direct service programs, volunteer matching, civic leadership, and community engagement. 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.

Duties and responsibilities

Grants Management

- Research, write, and assemble grant proposal/funding requests including grant applications, letter of intent, and foundation solicitation
- Track donor reporting needs, deadlines, records of corporate/foundation interactions e.g. grant agreements and benefits (logos, acknowledgements, institutional responsibilities), reporting requirements and action items
- Complete impact reports by working with program managers and Finance to track outcomes, collect impact stories, and meet financial reporting requirements

Database

- Furnish reports and lists for appeals
- Query, process, and produce requested data from Raiser's Edge
- Maintain the Raiser's Edge database as well as its online donation and event management interfaces
- Maintain relevancy, accuracy, and size of Raiser's Edge database
- Maintain database of our annual gift matching program: Tracking documents, online input, donor and agency follow up, database integrity

Stewardship

- Manage stewardship calendar for Director of Development and CEO including cards, letters, calls, invitations and other donor touch points
- Write and manage acknowledgement letters for donations, appeals, tributes, honors

Qualifications

- Bachelor's degree
- At least 2 years of grant writing and development experience
- Proficient computer skills and Raisers Edge experience a must
- Excellent written and verbal communication skills
- Experience with budgeting and budget development. Basic financial management skills
- Team player with exceptional interpersonal skills

- Self-starter, motivated, and able to take initiative in all situations; ability to function effectively in a fast-paced, entrepreneurial and inclusive environment
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines
- Ability to work well independently with minimal supervision and as part of a team; work well with diverse styles and personalities

Job Details

- Reports to: Director of Development
- Job Location: Hackensack, NJ
- Hours/Week: 25 or 35 depending on PTE/FTE

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

Please send the following to: jobs at bergenvolunteers dot org. When applying, please include:

1. A thoughtful cover letter outlining your interest in the position and how your qualifications align with the above requirements and Bergen Volunteers' mission
2. Current resume
3. Writing sample or sample of successful grant narrative (redacted)

Due to the volume of responses, only candidates selected for an interview will be contacted.

64 Passaic Street **Hackensack, NJ 07601** 201-489-9454 **www.bergenvolunteers.org**