The League of Women Voters of New Jersey (the League), a nonpartisan political nonprofit, works to empower voters and defend democracy. Founded over 100 years ago, we make democracy work by protecting voting rights and encouraging robust participation. With over 35 local League chapters throughout the state, the League of Women Voters of New Jersey supports a large volunteer network of grassroots activists.

**Position Summary:**

The League is seeking a full-time Development Manager responsible for planning, implementing, and coordinating the League of Women Voters of New Jersey’s fundraising efforts. The Development Manager is a team leader, working directly with the Executive Director, Board President, and Development Committee to realize the League’s fundraising goals.

This is an integral position within our dynamic team and the League is seeking a thoughtful, creative, results-driven professional looking to advance their career while helping a growing organization take its fundraising to the next level.

The ideal candidate will possess a deep passion for civic engagement, a true love of fundraising, and will have a proven track record of implementing an effective development plan.

This job includes some evening and weekend work, as well as travel throughout the state.

**Goals and Responsibilities (to include, but not limited to):**

- Work alongside the Executive Director and Development Committee to annually develop and implement the organization’s Development Plan, with clear fundraising goals and benchmarks.
- Identify and pursue grant opportunities, write grant applications, track grant outcomes, and write and submit grant reports.
- Execute corporate partnerships and steward corporate donors.
- Oversee Individual giving and manage related solicitations such as digital and mailed appeals, and acknowledgement letters.
- Using CRM data, identify, qualify, cultivate, and solicit new donors and steward existing donors.
- Implement and market an effective planned giving program.
- Plan and implement fundraising events.
- Work with Executive Director to create the League’s Annual Report.
Alongside the Development Committee, build and implement trainings that allow all staff and volunteers to play a more meaningful role in development work.

Perform administrative duties such as processing donations, acknowledgements, maintaining CRM data integrity and pulling reports.

Qualifications:
• Qualified candidates will have excellent communication and people skills.
• Excellent computer skills, experience using CRM database, proficient in MS office.
• Must have strong time management skills, be detail oriented, able to set priorities that drive revenue growth, work autonomously, and meet deadlines.
• Proven fundraising track record and demonstrated history of working with diverse audiences. Knowledge of non-profit management helpful. At least 3 years development experience preferred.
• Our close-knit team values creativity, passion, flexibility, equity, enthusiasm, and collaboration. We’re looking for someone who appreciates and embraces these values.

Compensation and Benefits:
• This is a full-time, exempt position that reports to the Executive Director.
• Salary is $55,000 – $60,000.
• This is an on-site position with the option to work from home 2-3 times a week.
• The League offers a comprehensive benefits package that prioritizes work/life balance. Benefits include employer paid comprehensive health and dental plans, life insurance, vision reimbursement, and wellness/fitness reimbursement. In addition, generous paid time off includes 20 PTO days, 12 sick days, 3 self-care days, 2 volunteer service days, 90 days of parental leave, and a 30-day sabbatical after 5 years of service to the organization. In addition, the League can provide some work schedule flexibility.

Commitment to Diversity, Equity, and Inclusion:
The League of Women Voters is committed to a diverse and inclusive workplace based on equal opportunity. The League is committed to hiring staff that reflects this country’s full range of racial, ethnic, cultural, sexual orientation, and socioeconomic identity; a workplace where true diversity is fostered, and different perspectives are valued and freely exchanged. We actively seek and encourage women, minorities, persons with disabilities, immigrants, including DACA recipients, and individuals from traditionally underrepresented communities to apply.

How To Apply: Interested applicants should send their resume and cover letter to Jesse Burns at jburns@lwvnj.org. No phone calls please. Applications will be reviewed beginning immediately and we will continue to accept applications until the position is filled. The League of Women Voters of New Jersey is an Equal Opportunity Employer.

Location: Trenton, NJ