

Director of Development

Bergen Volunteers, a 55-year old nonprofit 501(c)3, is seeking a Full Time Director of Development 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 that matches 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:

- Create, manage, and maintain development calendar
- Cultivate, solicit, and steward funders to reach our team fundraising targets focusing on legacy and planned giving, foundation giving, recurring donations, matching funds, tributes, adopting, and honoring
- Cultivate, solicit, and steward corporate sponsorships for special events, programs, and projects
- Work with Board of Trustees to identify and target new connections and relationships
- Act as liaison to the Board Advancement Committee
- Manage and Expand Business Connections Council
- Manage campaigns for low-dollar, mid-level, and major gift donors as well as affinity group giving
- Build and maintain Corporate Social Responsibility program including corporate training, volunteerism, Corporate Days of Service, All in a Day's Work
- Solicit All in a Day's Work, and Corporate Days of Service to be implemented by Special Projects Manager
- Manage Annual, Winter, and Spring Appeals and Annual Report
- Maintain and update records of donor and corporate engagement activities into Raisers Edge
- Work with PR, Grants, Community Engagement, Special Projects, and Program Managers to ensure that data is up-to-date and accurate, and to help match CSR with nonprofits in the community
- Work with the Grants Manager to maintain records of all corporate/foundation interactions e.g. grant agreements, reporting requirements or documentation of calls and meetings
- Create decks and presentations for asks and pitches
- Attend networking and outreach events to represent Bergen Volunteers, build relationships, and further the goals of the organization (chambers, other nonprofits, coordinating committees, county task forces etc.)
- Supervise Grants Manager and PR Manager

Qualifications

- Bachelor's degree.
- At least 5 years of donor and corporate relations development experience
- Strategic planning ability to create a robust individual and corporate giving program while also having the ability to implement the day-to-day aspects of the program
- Excellent written and verbal communication skills

- Comfortable with phone outreach and solicitation
- Ability to create decks and kits for solicitation
- Understanding of Google platform, Microsoft Office Suite, graphic software a plus; quick study of other databases software programs and tools
- Advanced computer skills; database and/or Raisers Edge experience a plus
- 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
- Excellent attention to detail and organizational skills
- 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: CEO
- Job Location: Hackensack, NJ
- Starting Salary: Commensurate with experience
- Hours/Week: 40 hours, onsite
- Classification: Full-time, Exempt
- Education: Bachelor's degree required
- Years of Experience: Minimum five years of experience in development
- Benefits Include: Medical, paid time-off

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

To Apply

Please submit the following to Nina Bachrach, CEO Bergen Volunteers, subject line: Director of Development Position to jobs@bergenvolunteers.org

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. Sample of key corporate outreach strategies
4. Sample of individual donor outreach materials

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