

Director of Operations/Development

NJPP seeks a director of operations/events who is well-organized, efficient and relentless in pursuit of perfection; someone who is able to make sure the office never runs out of pencils as well as execute plans for a cocktail fundraiser. The ideal candidate will be a self-starter with an ability to work well in a small office with a wide range of personalities; will have a strong interest in progressive fiscal policies; a strong knowledge of state government; and an ability to work well with individual donors who support the organization. The director will work closely with the organization's president on a daily basis.

This is a full-time position and salary will be commensurate with experience. Benefits include health insurance, retirement plan, flexible work schedules, paid sick days and generous time off. NJPP is an equal opportunity employer. Women and minorities are strongly encouraged to apply.

Description of duties:

Responsible for day-to-day management of the office. Those duties, which will occupy about 30 percent of the work week, include:

- Handling mail, invoices and payments; light filing.
- Compiling financial summaries and statements.
- Assisting staff in tracking time off and handling human resource issues
- Dealing with printers, designers and suppliers as needed.
- Serving as a liaison to the NJPP Board of Trustees

Responsible for coordination and planning of a major annual event, as well as occasional policy events. Those duties, which will occupy about 70 percent of the work week, include:

- Planning and coordination of events
- Site location and preparation
- Invitations, RSVP and other correspondence
- Compiling a program for the event
- Making arrangements guests or honorees

Requirements include proficiency in Microsoft Office programs, QuickBooks and bulk email programs such as Constant Contact.

Applying

Interested applicants should submit a cover letter, resume and 3-5 writing samples to NJPP President Deborah Howlett at howlett@njpp.org. No phone calls, please.