



The Development Director leads and oversees New Jersey Policy Perspective's fundraising efforts and is a key member of the team tasked with raising the funding necessary for NJPP to drive policy change.

We are a "think-and-do tank." Once our analysis is done, our communications and outreach teams get it into the hands of the policymakers, advocates, and partners best positioned to use it to improve lives and bolster the state's economic prospects. Since 1997, NJPP has played an essential role in advancing progressive state policies.

### **Core Competencies**

- Nurtures relationships with individuals with diverse backgrounds, value systems, needs, and wants.
- Assists, supports, and encourages others in identifying difficulties, prioritizing tasks, defining goals, and producing positive results.
- Shares expertise and provides informal advice and developmental feedback.
- Supports NJPP's team environment.
- Maintains a genuine interest in facilitating the personal and professional growth of the team.
- Able to organize, express, and communicate ideas in a clear, succinct, accurate, and convincing manner through a variety of communication settings and styles.
- Clearly and effectively conveys the mission and value of NJPP, both verbally and visually.
- Effective in a variety of formal presentation settings: one-on-one, small and large groups, and with peers
- Identifies, organizes, facilitates, and sustains mutually beneficial partnerships and alliances with internal and external stakeholders.
- Maintains positive and productive relationships.
- Excellent written and verbal communication skills.

### **Responsibilities**

The Development Director reports to the President and works closely with the Director of Communications, Research Director, and Director of Operations and Finance. The specific responsibilities include but are not limited to:

#### *General*

- Participate in various NJPP internal meetings, including those related to program planning, resource utilization, and scheduling.

- Perform other duties as assigned related to the mission of NJPP or to support coalition partners, funders, or other stakeholders.
- Build meaningful partnerships with analysts, interns, and other staff.

#### *Individual Giving*

- Develop and implement NJPP's individual donor strategy, with a special focus on identifying, researching, cultivating, and engaging major donors. Work closely with the President and Trustees to help schedule and follow-up their cultivation and contribution requests.
- Cultivate and maintain a recurring donors program.
- Manage the Salesforce database, analyze donor data, record contributions, generate and track gifts acknowledgements, and oversee all other development operations.
- Generate all donor communications, both printed and digital, including appeals, e-blasts and newsletters.

#### *Grants*

- Oversee and manage NJPP's institutional giving, including researching and applying for grants, engaging program officers, working with the policy team to ensure grant deliverables and objectives are met, and fulfilling grant reporting obligations.
- Review and edit proposals and reports developed by policy staff.
- Keep institutional funders abreast of work produced by NJPP.

#### *Events*

- Oversee the execution of key NJPP events, including year-round fund- and friend-raisers, policy summits, and Kathleen Crotty Fellowship events.
- Manage NJPP's strategy for soliciting sponsorships for Progress events.

This position is full-time and based in Trenton. Salary for the role is \$65,000 - \$75,000, with benefits packages. NJPP is an equal opportunity employer and values a diverse workforce and an inclusive culture. To apply, please submit a cover letter, resume, and writing sample to [info@njpp.org](mailto:info@njpp.org) with the subject line "Development Director - [LAST NAME]" by June 26, 2020.