



FUND DEVELOPMENT COORDINATOR

REPORTS TO: DEVELOPMENT DIRECTOR

EMPLOYMENT TERMS: FULLTIME

SALARY: \$50,000 - \$60,000

ORGANIZATION HISTORY AND IMPACT:

YWCA Northern New Jersey [NNJ] is on a mission to eliminate racism, empower women, stand up for social justice, help families, and strengthen communities. We are one of the oldest and largest women's organizations in the nation, serving over two million women, girls, and their families.

YWCA NNJ has been at the forefront of the most pressing social movements for 160 years — from voting rights to civil rights, from affordable housing to pay equity, from violence prevention to health care reform. Today, we combine programming and advocacy in order to generate institutional change in three key areas: racial justice and civil rights, empowerment and economic advancement of women and girls, and health and safety of women and girls.

Today, YWCA NNJ is powering change by addressing the immediate needs of women and girls and the root causes of those needs. We pride ourselves on delivering services and programs designed to meet the unique requirements of local communities across our country.

YWCA NNJ is tackling the most challenging and pressing social justice issues facing our constituents:

- Working to end gender-based sexual harassment and violence.
- Providing affordable and educationally driven childcare and after-school programs.
- Increasing access for women and LGBTQ+ and other marginalized communities to fair workplaces, reproductive health care, and safety.

Our vision of a world where all women and girls are free ignites our collective imagination, guides our organizational practice, and is the constant benchmark we strive toward. In service of this vision, we lead strategic initiatives and policy campaigns to fight for the rights of women and girls, while centering people of color.

PRIMARY PURPOSE:

YWCA NNJ is seeking a bright and highly motivated Fund Development Assistant to help support the organization's fundraising operations as we embark upon some of our most ambitious campaigns to date. The successful candidate will have familiarity in the five New Jersey counties we serve [Bergen, Essex, Hudson, Morris, and Passaic].

RESPONSIBILITIES:

Reporting directly to the Development Director, the Fund Development Assistant will play an important role in increasing the capacity of the Fund Development Office by providing administrative support and conducting research to identify donor resources. Our office is fast-paced, and our hardworking staff is passionate about the impact our work has on the communities we serve. This position may require occasional evening and weekend work.

JOB DUTIES

- Manage the timely acknowledgement of gifts and assure that all types of donations (cash, pledges, matching gifts, and planned gifts) are properly documented and processed
- Prepare accurate research on prospects and assemble materials for cultivation and solicitation visits & meetings
- Manage CRM, GiveSmart Fundraising software and other platforms used for fund development efforts
- Generate clear, action-oriented meeting notes for the department and for the Development Director.
- Ensure data integrity through accurate data entry and ongoing clean-up efforts.
- Support the production and distribution of recurring appeals and stewardship materials
- Help with developing a donor base and giving campaigns
- Assist with the writing and editing of acknowledgements, donor news, reports, and proposals
- Collaborate with various departments to plan special events
- Support all Fund Development activities and Special Event
- Support the Board of Directors Fund Development Committee and their activities
- Communicate with donors in person, on the phone, and by email
- Process incoming and outgoing mail

Executive Support to Development Director

- Provide high-level executive administrative support to the CEO
- Manage and maintain schedule/contacts as requested
- Other executive level projects and assignments as requested
- Assist the Development Director in writing concept notes, project ideas, project proposals and grant reports in a fast-paced and deadline-oriented working environment

PROFESSIONAL QUALIFICATIONS:

- Bachelor's degree
- Minimum 3 years-experience
- Must have strong knowledge of non-profits, research methods, data standards, and databases
- Excellent written and oral communication skills
- Excellent skills in performing administrative support functions requiring independent judgement, decision making and problem resolution.
- Must possess the ability to maintain confidentiality
- Must be proficient with Microsoft Word, Outlook, and Excel, experience with donor databases and design software a plus
- Must be Interested in fundraising
- Must be able to work evenings and weekends to support events
- Must be able to report to the office when needed
- Must be self-motivated and organized with a strong ability to prioritize tasks.
- Must have excellent interpersonal skills
- Must possess the ability to take initiative
- Must be able to work independently and meet deadlines

YWCA NNJ is an Equal Opportunity Employer committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers and service partners. Therefore, YWCA employment, advancement and leadership recruitment processes ensure diversity in terms of age, color, disability, ethnicity, gender, gender identity or expression, marital status, origin or ancestry, race, religion, sexual orientation, genetic information, and/or military or veteran status.