



360 Pear Blossom Drive, Edison, NJ 08837 • 609-419-0404 • [www.janj.org](http://www.janj.org)

**Position Title:** Development Associate

**Reports To:** Senior Development Director

**Compensation:** Salaried

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**Position Concept:** Responsible for and assisting in various development functions that include fund raising events, campaigns, stewardship, prospecting, grant writing, budgeting and scheduling

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**Primary Responsibilities:**

- Supports Development and Communications Department
- Manages Bowl-A-Thon events
- Collaborates with the JA Development Manager on the New Jersey Business Hall of Fame™ event and manages the event's ad journal
- Serves as the JANJ grants' liaison to JA USA, which includes submitting agreements and stewardship reports
- Handles updating JANJ's website, social media, and the peer-to-peer fundraising platform for the Department
- Manages stewardship / donor reporting
- Liaises between the JANJ Development and Program Departments
- Researches prospective supporters, executives for panels, and state leaders for recognition event
- Assists in database management that includes the peer-to-peer fundraising system

**Qualifications / Requirements:**

- Earned a Bachelor's degree
  - Excellent oral/written communication skills
  - Willing to craft two writing samples and partake in a sample project assignment
  - Strong organizational and project management skills with capacity to multi task
  - Willing to take the Predictive Index® Assessment
  - Proficient in Microsoft Office (Word, Publisher, Excel, PowerPoint)
  - Ability to travel statewide
  - Ability to work some early mornings and nights
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This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

Please submit resume and cover letter to:  
Ashley Donecker [adonecker@ja.org](mailto:adonecker@ja.org)  
No calls please