



360 Pear Blossom Drive, Edison, NJ 08837 • 609-419-0404 • www.janj.org

Position Title: Development and Special Events Manager

Reports To: Senior Vice President, Development and Communications

Compensation: Salaried

Position Concept: Responsible for various development functions that include fund raising events and strategies to ensure increased revenue to support programmatic growth; create and implement two annual fundraising campaigns; donor prospecting, cultivation, and stewardship

Primary Responsibilities:

- Creating, analyzing and implementing fundraising strategies for JANJ's special events and campaigns
- Managing and growing revenue for JA's annual Holiday Benefit
- Managing and growing revenue for JA's annual New Jersey Business Hall of Fame™ and its high-end Silent Auction utilizing an online bidding platform
- New business development with New Jersey's accounting industry to include grants and the industry's annual Bowl-A-Thon held at multiple sites across the state
- Updating JANJ's social media, website, and marketing materials related to the aforementioned events

Qualifications / Requirements:

- Earned a Bachelor's degree with 5+ years of fundraising experience
 - Highly driven and strategic minded with a proven track record in fundraising special events
 - 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:

Dawn Schwartz dschwartz@ja.org

No calls please

