

DEVELOPMENT MANAGER:

Grow It Green Morristown is seeking an individual interested in getting more involved in the local efforts to elevate community health, happiness and wellbeing. You will plan, organize, and direct the organization's development, including major gifts, annual appeals, special events, and capital campaigns. The Development Manager is responsible for building relationships and securing financial resources through grants and appeals, which will support the organization's programs and services. The Manager is also responsible for overseeing Grow It Green's marketing and communications in order to raise awareness of the organization in line with the development initiatives.

This hands-on role creates and executes development strategies and utilizes the assistance of volunteers and interns to achieve the goals of this position. The Development Manager reports to the Executive Director and works closely with the Board of Trustees in all development and fundraising endeavors.

Primary Functions:

- Develop and execute Grow It Green's fundraising plan
- Secure financial support from individuals, foundations, corporations and government grants
- Develop and maintain ongoing relationships with major donors and corporations
- Develop and execute a plan to increase recurring donors and bequests
- Manage grant seeking activities, including research, proposal writing, and reporting requirements
- Lead fundraising events
- Attend Board Fundraising Committee meetings and liaise with Trustees on fundraising opportunities
- Manage the fundraising database (LGL), tracking systems, and gift acknowledgement
- Oversee creation of publications and marketing materials to support fundraising activities

Qualifications:

BA (Required)

3 years of experience working in some combination of development, event planning and outreach.

Preferred Qualifications:

- Excellent interpersonal skills
- Excellent writing skills and ability to produce a variety of written deliverables, ranging from grant applications, press releases, newsletters, and social media content
- Previous experience with major gifts, grant writing. peer to peer fundraising, recurring giving and capital campaigns preferred
- Ability to develop and manage a fundraising calendar
- Competency in donor management systems and digital / social media marketing tools (currently using Little Green Light, Wix, Givesmart and Mailchimp)
- Proficiency with Google Suite preferred
- A strong work ethic and ability to work independently with minimal oversight
- Passion for Grow It Green's mission and commitment to our values and community
- Dependable, organized, and flexible with strong attention to detail is a must.
- Ability to work some nights and weekends for events and activities and attend weekly staff meetings
- Spanish fluency is a plus

To learn more and apply, please submit your cover letter and resume to jobs@growitgreenmorristown.org. Please include "Development Manager" in the subject line. Salary position \$31,500 paid every 2 weeks. Part time position- 30 hours/week. Hybrid work possible for right candidate; office located in LEED certified building in heart of Morristown with paid parking. Position includes two weeks of vacation; in addition we are closed Christmas to New Years. Position includes 21 week CSA share.