



Development Manager

OPEN POSITION

League of Women Voters of New Jersey

www.lwvnj.org

The League of Women Voters of New Jersey, a nonpartisan political nonprofit, works to empower voters and defend democracy. Founded over 100 years ago, we make democracy work by protecting voting rights and encouraging robust participation. We envision a people-powered democracy actively dismantling systemic racism and removing all barriers to full participation in our government.

Position Summary:

The Development Manager is responsible for planning, implementing, and coordinating the League of Women Voters of New Jersey's fundraising efforts. The Development Manager is a team leader, working directly with the Executive Director, Board President, and Board Development Committee to realize the League's fundraising goals.

The ideal candidate will possess a deep passion for civic engagement, a true love of fundraising and relationship-building, and will have a proven track record of implementing an effective development plan that drives strategic organizational growth.

Goals and Responsibilities (including, but not limited to):

- Work alongside the Executive Director and Board Development Committee to develop and implement the organization's development plan, with clear fundraising goals and benchmarks
- Collaborate with the Board of Directors/Trustees to support a culture of philanthropy that incorporates development with foundations, corporate partners, and individual giving
- Identify and pursue grant opportunities with foundations, write grant applications, track grant outcomes, and write and submit grant reports
- Support external engagement efforts with corporate partners and steward corporate donors
- Manage and steward a portfolio of individual donors
- Oversee digital and mailed appeals
- Identify, qualify, cultivate, and solicit new donors and steward existing donors
- Implement an effective planned giving program
- Plan and implement fundraising events
- Draft and present funder reports and briefings
- Alongside the Development Committee, build and implement trainings that allow staff, Board members, members, and volunteers to play a more meaningful role in development work

- Collaborate across communications, program, operations, and executive departments to drive growth

Qualifications:

- A commitment to the League of Women Voters' mission and values
- Excellent communication and relationship-building skills
- Experience using a CRM database (EveryAction) and proficient in MS office
- Strong time management skills, detail oriented, and can set priorities that drive revenue growth, work autonomously, and meet deadlines
- Proven fundraising track record and demonstrated history of working with diverse audiences
- At least 3 years of development experience

The Development Manager is a full-time, mid-level, exempt position that reports to the Executive Director. Salary is \$60,000 - \$70,000. This is a hybrid position and applicants can expect 2 days a week on-site in our Trenton, NJ office. The position involves travel around New Jersey during and outside of normal business hours and requires some evening and weekend work for meetings when necessary. The work week is 37.5 hours.

Benefits include 100% employer paid comprehensive health and dental plans for individual employees plus partial family coverage, life insurance, vision reimbursement, and wellness/fitness reimbursement. In addition, generous time off includes 20 PTO days, 12 sick days, 3 self-care days, 2 volunteer service days, 90 days of parental leave, and a 30-day sabbatical after 5 years of service to the organization.

Commitment to Diversity, Equity, and Inclusion

The League of Women Voters of the United States is committed to a diverse and inclusive workplace based on equal opportunity. The League is committed to hiring staff that reflects this country's full range of racial, ethnic, cultural, sexual orientation, and socioeconomic identity, a workplace where true diversity is fostered, and different perspectives are valued and freely exchanged. We encourage women, minorities, and individuals from traditionally underrepresented communities to apply.

To apply: Please email resume and cover letter to jburns@lwvnj.org.