

Development Associate

The Community FoodBank of New Jersey (CFBNJ), a member of Feeding America®, has been delivering food, help and hope across the state for over 40 years. Last year, CFBNJ provided nutritious food for over 47 million meals through its network of more than 1,000 community partners including pantries, soup kitchens, emergency shelters, mobile pantries, and child and senior feeding programs. For our hungry neighbors, the Community FoodBank of New Jersey is the powerful agent of change that fills the emptiness caused by hunger and provides resources that are essential to earning a sustainable living.

The Community FoodBank of NJ is looking for a Development Associate to join our Southern Branch Development team. This role will report directly to the Development Officer and will assist by supporting and expanding our fund raising efforts. The role is located in the Egg Harbor Township office.

In this role, you will assist with the administration and planning of fundraising efforts. This includes coordinating fundraising events, as necessary, as well as conducting ongoing prospect research on the regional level to support increased fundraising goals. You will provide support to the Development Officer with meeting scheduling, meeting preparation, and follow-up by producing acknowledgement letters. You will represent the organization at meetings, conferences, community meetings, and related events where appropriate. Additionally, you will be responsible for managing budgets, expense settlements and coding. This includes revenue tracking, daily bank reconciliations and deposits. You will collaborate with team members to produce newsletters, brochures, web site and social media communication pieces to raise organization's visibility.

Qualified candidates will have a minimum of a Bachelor's Degree, along with experience with nonprofit development. Technical aptitude (Microsoft Word, Excel and database management- Raisers Edge is a plus) is essential for success, along with a positive, can-do attitude, excellent communication and interpersonal skills, a high degree of self-motivation and the ability to work well on a team and learn new concepts quickly. Candidates should have an understanding of gift processing principles and practices and IRS standards along with knowledge of State of New Jersey raffle license and compliance tasks. Affinity for our mission, attention to detail and sense of humor is also required.

Qualified candidates should send a resume to developmentjobs@cfbnj.org.