

Development and Community Relations Associate

Our Mission

Family Promise of Morris County is a non-sectarian, not-for-profit organization dedicated to ending the crisis of homelessness faced by Morris County families by partnering with public and private agencies, religious congregations, and community volunteers to provide shelter, case management and mentoring services leading to self-sufficiency.

Position Description

Family Promise of Morris County is seeking a Development and Community Relations Associate to support our Impact team. The Impact team is responsible for communications, public and media relations, fundraising, grants, corporate and individual donor relationships, and thought leadership. We are adding to our team to expand upon our thought leadership, advocacy, and awareness efforts and to create new content and digital pathways to engage groups and individuals who want to change the future for families and individuals experiencing or at-risk of homelessness in their local community.

Ability to assist in planning and implementing long- and short-range development initiatives in conjunction with strategic planning processes and securing major grants and gifts from individuals, corporations, foundations, and other private funding sources will play a large role in this position as well.

Our brand mission is to elevate the voices of families and individuals experiencing homelessness in Morris County, NJ. We are looking for a person with solid communication skills to support content creation and distribution through our social media channels and website, as well as knowledge of local, state, and national issues related to family homelessness and poverty issues. Because a development professional is often seen as the face of an organization, it is imperative that this individual has strong written and verbal communication skills as well as an ability to relate well with a wide range of people.

Reports to: Chief Impact Officer.

Responsibilities

PR/Marketing/Branding/Communications

- Serve as a key player in our organization's efforts to elevate the Family Promise of Morris County brand and the issue of homelessness locally
- Support creation of creative content in video editing, schedule content on social media, hone organization's voice on Twitter, and engage with audiences on various platforms
- Work on marketing and media efforts to create prompts for thought leadership content, and support work in media relations
- Create and post content on Family Promise blog and LinkedIn; schedule e-communications
- Collaborate with team and community partners to create content appropriate for social media, website, and press releases

- Source relevant news stories to post on social media
- Conduct research about policy issues related to affordable housing, wages, child homelessness, and other areas that affect low-income families/individuals and families/individuals at risk of homelessness
- Work with team to create campaigns

Fund Development

- Assist the Chief Impact Officer and Chief Executive Officer in identifying, cultivating, and stewarding donors, likely donors, and partners, including individuals, corporations, and foundations, through research and other forms of personal contact.
- Coordinate day-to-day development strategies and activities to ensure their integration into the Agencies overall development program.
- Learn to make effective use of the agency prospect management database and other institutional resources to ensure appropriate management of donors, likely donors, and volunteers in coordination with agency and Community Engagement and Fundraising objectives.
- Conduct research to identify prospects, with an emphasis on major gifts exceeding \$25,000, and assist Chief Impact Officer and Chief Executive officer in creating strategies to match prospects' interests to the priorities of the agency.
- Writing, editing, and/or overseeing the preparation of persuasive, accurate, and grammatically and syntactically correct solicitations, proposals, case statements, reports, correspondence, emails, and other development-related communication materials in support of the agency Community Engagement and Fundraising activities.
- Assists team in planning and conducting programs and activities designed to increase the visibility of the agency to external constituencies.
- May participate in the recruitment and coaching of volunteers and interns as appropriate to the area of operation.
- Event planning and execution, both virtual and in person
- Public speaking and conducting presentations
- Perform additional job-related duties as assigned.

Qualifications

- Passion for our mission to help families and individuals experiencing homelessness and low-income families achieve sustainable independence through a community-based response
- Commitment to Diversity, Inclusion, Equality, Equity and Social Justice
- Reputation as a team player and comfort interfacing with all levels of staff and external audiences
- Professional, conscientious, friendly, and enthusiastic
- Ability to effectively multi-task, establish priorities, work and make judgments independently, and take initiative
- Basic video editing abilities
- Proficiency with Adobe and Office 365 applications
- Ability to work both independently and within a team
- Ability to work both remotely and in person as environmental factors permit
- Bachelor's degree or equivalent professional experience (at least 5 years of documented professional experience applicable to the duties and responsibilities)
- Background Check, Valid NJ Driver's License, and Vehicle Required

Knowledge, Skills and Abilities Required

- Exceptional interpersonal skills and the ability to interact effectively with academic leadership, faculty, prospects, donors, and/or volunteers in a wide range of roles.

- Ability to conduct research, gather data, analyze information, and prepare effective, accurate, and timely reports and other documents to support development objectives.
- Database management skills.
- Ability to exercise good judgment, demonstrate an understanding of ethics related to development activities, and use discretion in interactions with donors, prospects, volunteers, and others.
- Demonstrated organizational skills and experience in managing events and other complex activities in support of development objectives.
- Ability to foster effective working relationships within a team environment.
- Community relations skills and the ability to communicate and work effectively within a diverse community.
- Program planning and leadership skills.
- Highly developed verbal and written communication skills and the ability to present effectively to small and large groups.

A plus if you have...

- Previous experience in fundraising or fulfilling a development role.
- Background in Public Relations, Communications, or Journalism.
- Demonstrated ability securing major grants and gifts from individuals, corporations, foundations, and other private funding sources.
- Demonstrated ability planning and implementing long- and short-range development initiatives in conjunction with strategic planning processes.
- Bi-lingual (Spanish)

Employee Benefits

- Paid Time Off (Vacation/Sick/Holidays), Health/Dental Plan, Life Insurance, Long-Term Disability Insurance, 403(b) Retirement Savings Plan

How to Apply

Cover letters and resumes should be sent via email to d.tornabe@familypromisemorris.org. *Please note that faxes, phone calls, or hard copies will not be accepted.*