

Job Title: Development Associate

Organization: Isaiah House

Location: East Orange, NJ

Are you passionate about making a difference and ready to play a pivotal role in building a development program? Isaiah House is seeking a dynamic and skilled Development Associate to join our growing team! As a key member of our Development and Fundraising team, you will have the opportunity to work closely with the Executive Director, Isaiah House staff and Board of Directors to shape and execute annual fundraising and communication plans that create lasting impact.

Responsibilities:

- Be an integral part of expanding our donor network and fundraising efforts
- Coordinate and manage donations, ensuring timely and accurate gift analysis, entry procedure, and daily gift batch processing
- Showcase your creativity by assisting in generating and sending annual mailings for the Winter appeal
- Serve as the point of contact for Development & Finance monthly reconciliation
- Engage with our online community, managing social media accounts, including Meta, Instagram, and LinkedIn
- Update website content, ensuring a fresh and appealing online presence
- Strengthen donor relations by assisting with stewardship management and cultivating meaningful connections
- Collaborate with the Executive Director on requests and reporting, contributing to the organization's strategic planning
- Support special events planning, logistics, and execution, creating memorable experiences for our supporters
- Conduct both proactive and reactive prospect research, helping to identify new opportunities for growth

Requirements:

- Bachelor's or Associate's degree
- 2-3 years of experience in non-profit development/fundraising
- Strong Salesforce database skills desired
- Excellent attention to detail and solid project management skills
- Able to prioritize tasks in a fast-paced environment
- Strong knowledge of MS Office, including Excel and PowerPoint; MailChimp; and LinkedIn
- Team player, self-starter, and passionate about personal and professional growth

- Able to work occasional weeknight evenings/weekends

Join our passionate team and make a meaningful difference by helping to build a development program that will transform the lives of Essex County's most vulnerable families. Apply now to become our Development Associate!