



Development Associate

The Housing & Community Development Network of New Jersey, the statewide association of housing and community development organizations, seeks a Development Associate to join our dedicated staff for this full-time position. The successful candidate will have strong writing skills, experience and understanding of affordable housing issues, and a commitment to racial, economic and social justice. We actively seek professionals who have a proven ability to manage their time, execute deliverables and work well on their own and as part of a team. This position reports to and works closely with the Vice President of Fund Development. Our staff is composed of lifelong learners, who demonstrate strong attention to detail and organization and meet deadlines while managing multiple projects. The Network offers flexible hours, family-friendly work policies and opportunities to work remotely for many positions.

RESPONSIBILITIES

- Write grant proposals/funding requests or coordinate writing with other staff; follow up as needed.
- Research and identify potential new grant sources from foundations, corporations, non-profit organizations and government.
- Research and develop new fundraising strategies.
- Work with staff to compile data on grant deliverables for reporting.
- Write progress reports for funders.
- Maintain tracking/filing system for all steps of the grant proposal process including due dates, reporting deadlines, proposal files, reports on fundraising status, etc.
- Assist in the development of annual and long-term fundraising plans including events and direct appeals.
- Represent the Network at events as needed.
- Other duties as assigned.

SKILLS/QUALIFICATIONS

- Grant proposal writing and other fundraising experience preferred.
- Strong writing skills.
- Excellent communication skills.
- Strong project organization skills.
- Community development or advocacy experience preferred.
- Strong computer skills including competence in the use of spreadsheets and Fund Development database software.
- Able to work well in a team environment, handle multiple assignments and meet deadlines;
- Attention to detail and problem solving skills.
- Ability to manage time, deliverables and meet deadlines;

- Must have a valid driver's license, reliable means of transportation, and willingness to travel if needed.

Qualifications:

- College degree and/or work experience in non-profit, grassroots, communications organizations.
- Strong communications skills, both written and oral.
- Ability to work independently and demonstrate initiative,
- Ability to work in a team environment.
- Ability to track multiple projects.
- Strong computer skills and knowledge of database programs.
- Must have transportation available, valid driver's license, insurance and vehicle preferred.

Salary range is \$55,000-\$65,000/annually and comprehensive, extensive benefits including full health, dental and vision coverage. Women and people of color are encouraged to apply. Please submit resume and cover letter via email to: Human.Resources@hcdnnj.org with the title of the position in the subject line.