



Development Associate

About the Network

Since 1989, the Housing and Community Development Network of New Jersey (the Network) has worked to improve the environment for the work of community development corporations (CDCs), and to strengthen their capacity to create housing and revitalize distressed neighborhoods throughout New Jersey. The Network is a statewide association of over 250 non-profit housing and community development corporations, individuals, professional organizations, and prominent New Jersey corporations that support the creation of housing choices and economic opportunities for low- and moderate-income community residents. The Network and its members share a commitment to promoting economic justice and the empowerment of low-income individuals and communities and encouraging wider participation in the framing and implementation of public policies. We support our CDC members by providing targeted technical assistance and educational programs, pursuing additional resources and improved public policies, and conducting research on ways to enhance the impact and effectiveness of the community development sector.

Job Description

The Network 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:

- Ability to draft clear, concise, and persuasive proposals, narratives, and reports, often under tight deadlines.
- Research and identify potential new grant sources from foundations, corporations, non-profit organizations and government.
- Maintain tracking/filing system for all steps of the grant proposal process including due dates, reporting deadlines, proposal files, reports on fundraising status, etc.
- Manage multiple grant submissions simultaneously, track deadlines, and coordinate with team members.
- Assist in the development of annual and long-term fundraising plans including events and direct appeals.
- Assist in maintaining positive relationships with funders, including answering queries on submitted proposals.
- Provide cross-functional support to the fundraising team during peak campaign seasons
- Other duties as assigned.

Qualifications include:

- A Bachelor's degree (English, Communications, or related field) and/or equivalent work experience. Previous experience in nonprofit fundraising or grant writing is preferred.

- 1–3 years of experience in grant writing, fundraising, or professional writing is preferred.
- Exceptional persuasive writing and editing skills with a high level of accuracy and attention to detail.
- Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with grant management software or donor CRMs (Grant Station and Foundation Search)
- Collaborate with leaders from a variety of backgrounds, as well as residents in diverse multi-racial, multi-ethnic settings.
- Understand the nonprofit sector, donor cultivation, and the grant-making process.
- Ability to pivot quickly between independent writing tasks and collaborative team projects.

This role operates in a hybrid work environment with employees expected to attend periodic in-person meetings at the Network’s offices and various locations around the State of NJ.

Compensation: This is a grant-funded position for a two-year maximum. This position has a starting salary range of \$55,000 - \$65,000. HCDNNJ offers a comprehensive medical and dental plan as well as other benefits.

Equal Opportunity Employment:

HCDNNJ is an equal-opportunity employer and strongly encourages applications from individuals of all races, ethnicities, gender identities, and abilities. HCDNNJ is committed to creating a diverse and inclusive workplace.