



Chief Development Officer

Full time position with a hybrid option in the Essex County, Northern New Jersey area.

JVS is in search of a Chief Development Officer who is passionate about JVS's mission. This person will implement a comprehensive annual fundraising strategy through diverse channels, including individual gifts, special events, institutional giving, and government funding. The position reports to the Chief Executive Officer Director.

On a daily basis you will...

- Develop and implement an annual \$1M fundraising strategy that includes income from major gifts, special events, corporate sponsorships, government entities, and foundations.
- Identify, cultivate, solicit, network and steward individual, institutional and foundation donors, and prospects.
- Manage special events, including an annual Gala.
- Facilitate the work of JVS Development Committee.
- Support the work of the Chief Executive Officer and JVS Board in fundraising and stewardship efforts.
- Act as an ambassador for the organization, representing the organization at community events, meetings, etc.
- Oversee Grant Committee including development of annual calendar of grant submissions, advising on content and direction with JVS Program Directors.
- Plan and implement annual direct mailing campaigns.
- Manage annual fundraising goal and provide timely updates and status during the fiscal year.
- Oversee the administration of the donor acknowledgments, recognitions, and the donor database (DonorPerfect)

You already have...

- An understanding and the ability to apply computer technology to efficiently accomplish work
- Excellent interpersonal skills, with the ability to build and sustain relationships with supporters of the organization at all levels



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Education, Experience and Knowledge

- Bachelor's degree or higher.
- At least 3-5 years' experience, with demonstrated success in managing and growing development operations.
- Proven and demonstrated track record in cultivating and soliciting a portfolio of donors.
- Excellent writing, analytical and communication skills.
- Prior experience in workforce development or social/human services institutions (preferred)
- Experience managing and using a donor database platform

CLASSIFICATION AND SCHEDULE

This is a full-time, non-exempt position. This is a hybrid position with an office located in Essex County.

SALARY

\$90,000 - \$100,000 annually.

OUR BENEFITS

JVS provides generous benefits for eligible full-time employees, including:

- Medical, dental, and life insurance
- 403(b) basic retirement plan
- Paid time off, including vacation, sick leave, and holidays

TO APPLY

Please submit a resume and cover letter highlighting why you are a perfect fit for this position. No phone calls please. As we would like to fill this position in a timely manner, we will accept applications on a rolling basis until the position is filled.

ABOUT JVS

JVS of MetroWest is a nonprofit, community-based health and human service organization, delivering a wide array of personalized services on a nonsectarian basis to nearly 2,500 individuals each year. The people we help range in age from 14 to 100+. We provide services to individuals throughout New Jersey and business-to-business services to hundreds of companies across the State.

JVS provides an equal opportunity workplace. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, genetics, gender identity, or veteran status and will not be discriminated against on the basis of such characteristics or any other status protected by the laws or regulations in the location where we operate.



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