

NJCH Is Hiring! Development Associate

Join our small-but-growing, dynamic team! NJCH is looking for a Development Associate. The Development Associate is a key player on our staff, helping to support outreach and development efforts. We hope to bring on someone who is inspired by our shared purpose and enjoys working collaboratively with others, and who is personable, detail-oriented, self-motivated, and has excellent writing skills. We are committed to an inclusive workplace and actively seek to employ a diverse group of people who embody our [organizational values](#). We welcome and encourage individuals of all backgrounds to apply!

Organization Overview

At the New Jersey Council for the Humanities (NJCH), the nonprofit partner of the National Endowment for the Humanities for the state of New Jersey, we explore, cultivate, and champion the public humanities in order to strengthen New Jersey's diverse community. How do we do this? By enabling public programs and humanities experiences that deepen our understanding of ourselves and our world. NJCH is a program provider, partner, granter, convener, and innovator. We work with statewide and community organizations to bring exciting programming to the local level.

NJCH's mission, impact, and staff and board members listings can be found at <https://njhumanities.org>.

Summary

Under the direct supervision of the Executive Director, this full-time salaried position provides research and outreach support for fundamental NJCH work. Days and hours of work are Monday through Friday with the option to work remotely three or four days a week. Tuesdays are a core onsite (*working in the office*) day at NJCH offices in Camden, NJ.

How You Will Contribute:

NJCH's development efforts have been growing, as has its programmatic work. Most of our funding comes from the National Endowment for the Humanities, a federal funding source, but our [strategic plan](#) highlights the importance of expanding our programs in the future in order to diversify the humanities, and we will need to find new revenue sources in order to make that happen. The new Development Associate will also help us ensure that we are addressing areas of interest and need in the public humanities as identified by community funders, and that we are evaluating our programs effectively for funders and for ourselves. We need a staff member who can help us locate new corporate and foundation prospects to support our work, write proposals and keep track of and generate reports for open grants, as well as acknowledge the donations of individuals who are currently giving. This staff member will also contribute to state advocacy efforts and will work with Communications Consultant and/or Director of Strategic Initiatives to promote fundable or funded projects through social media, impact reports, e-newsletters, and NJCH's website. They will be a core member of the NJCH team and will work with all members of the staff to ensure that development opportunities and reporting are considered within all of our work.

A Successful Candidate Will Show:

- Commitment to the mission, values, goals, and programs of the New Jersey Council for the Humanities.
- An interest in thinking about funding opportunities of all sorts and their impact on the overall health of an organization—its reach, responsiveness, and accountability.
- Command of details and timelines for tracking reporting requirements and generating appropriate data for those reports
- Creative energy for researching/developing new funding opportunities.

- Strong writing and editing skills with experience writing for different audiences in various formats that enable you to work with board members, lawmakers, and members of the public.
- Ability to organize or support in-person events.
- Demonstrated team-orientation with the ability to collaborate and achieve actionable results with others. High degree of integrity and diplomacy.
- Proven ability to work independently and proactively address issues; ability to serve as a key administrative resource, including the ability to research inquiries and provide accurate and timely responses.
- Previous experience working in Development is desirable but not required for this position.

AAP/EEO Statement

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change from time to time based on business and organizational needs.

Travel

Some in-state travel is expected for this position, as are occasional evening and weekend hours.

Supervisory Responsibility

This position has no supervisory responsibilities.

Compensation and Benefits

- The salary for this position is \$55,000-\$65,000 depending on experience, plus benefits, including health, dental, and disability insurance, as well as a 403B.
- This position includes schedule flexibility and remote work opportunities.
- This position is full-time, exempt, and 35 hours per week.
- COVID-19 vaccination or a medical or religious exception is required for work on the Rutgers Camden campus.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every qualification. We are dedicated to building a diverse, inclusive, and enthusiastic team, so if you're excited about this role but your past experience doesn't align perfectly with each qualification in the job description, please go ahead and apply anyway! You might be just the right candidate for this role. Consistent with our values and our commitment to equity, diversity, and inclusion as stated above, we are an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

How to Apply: Please submit a cover letter and resume to careers@njhumanities.org. We will begin considering applications the week of November 14 and will continue to review applications until the position is filled.