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Darlington Schoolhouse Campaign Manager

For Immediate Posting - 9/24/2008

The New York-New Jersey Trail Conference is adapting the historic Darlington Schoolhouse as its future headquarters and a showcase of innovative "green" restoration. The Trail Conference seeks an organized, energetic, diplomatic and discreet individual, with a local network of contacts and affiliations, to assist the fundraising efforts for a capital campaign. This position is available for the duration of the campaign and represents a tremendous opportunity to join an energetic and successful team of volunteers and staff. Responsibilities will focus include cultivating lead gifts, securing foundation support, coordinating campaign committees, prospect research and cultivation, maintaining the donor database, organizing donor events and coordinating direct mail programs. The successful candidate will possess communication skills, strong word processing and database expertise, and an ability to independently organize and manage multiple activities.

Responsibilities

1. Prospect research and cultivation.
2. Identify potential institutional funding and in-kind services; write proposals to corporations and foundations.
3. Work in conjunction with the staff and volunteers in the following areas: gift acknowledgement, donor stewardship, pledge collection and effective use of member database.
4. Coordinate and staff special events.
5. Maintain calendar of meetings, events and deadlines.
6. Assist the Executive and Deputy Directors in efforts to cultivate and solicit major gifts.

Qualifications

1. Bachelors Degree or higher with experience in development position in a non-profit organization with a budget of 1 million dollars or more.
2. Ability to work in a small-office, team environment (particularly with volunteers), build consensus and problem solve.
3. A successful track record in raising revenues, meeting fundraising goals and the ability to create and report on fundraising projections.
4. Demonstrated ability to conceptualize and implement effective cultivation and solicitation strategies, including direct mail, telephone, Internet and grant writing.
5. Excellent written and oral communication skills.
6. Proficiency with fundraising database software, word processing, spreadsheet and budget management, e-mail and Internet research.

Over please...

Application:

To apply, please submit the following items via email attachments (start all attachment filenames with your last name) to jobs@nynjtc.org: All application materials will be kept confidential.

1. A resume
2. A cover letter addressing why you are interested in this position and why we should be interested in you
3. Salary history or salary requirements

The position is available until filled. Candidate interviews will begin immediately and continue until an offer is made. The Trail Conference offers competitive salaries commensurate with experience and benefits. No calls please. Check the <http://www.nynjtc.org/employees/> job posting to determine if the position is filled.