



16 Main Street, PO Box 146
Blairstown, NJ 07825

Immediate Job Opening - Outreach and Development Manager

Part-time: 26 - 30 hrs / week

We are looking for an energetic self-driven professional to join our team. For a complete job description or to apply, email resume to susi@ridgeandvalleyconservancy.org

Ridge and Valley Conservancy is an accredited land trust that, in cooperation with strategic partners, permanently protects and stewards land in northwestern New Jersey for the benefit of natural communities.

Skills:

Excellent verbal and written communication; ability to influence and engage a wide range of donors and build long-term relationships. Strong organizational skills. Ability to work both independently without close oversight, but also working closely in a team setting. Familiarity with the area and land conservation or other work related to a non-profit organization. Ability to execute projects, events and programs from inception, execution to implementation. Ability to meet deadlines. Knowledge of RVC approved donor and outreach software, and general admin software to execute the position in the most effective way.

Job Qualifications:

Preferable: Graduation from a four-year college with a degree in business, marketing or closely related field, experience in development, or an equivalent combination of education and experience.

Minimum Experience: 2-3 years in a related field.

Experience of having expanded and cultivated existing donor relationships over time.

Key Responsibilities:

The ODM is responsible for oversight, coordination and implementation of RVC's development, outreach, fundraising, legacy and planned giving program. Responsible for the planning, promotion, and implementation of programs and events, meetings for the organization. Social media outreach, and general and restricted fundraising. Works with and assists the ED on implementing RVC's policies and strategic plan.

An aptitude for outdoor activities and some weekend and evening hours are required for this position.

Ridge and Valley Conservancy is a 501(c)3 nonprofit organization, Federal Tax ID #22-318864. Information filed with the Attorney General concerning this charitable solicitation may be obtained from the Attorney General of the State of New Jersey by calling (973) 504-6215. Registration with the Attorney General does not imply endorsement.