



CAREERS @ ULEC

Program: Administration
Position/Title: Director of Fund Development and Communications
Location: 508 Central Avenue Newark, NJ 07107
Hours: Full-Time (Hybrid)
Salary: \$110,000 to \$125,000 (salary may increase contingent on experience)
Reports To: Chief Executive Officer

Position Posted: Until Filled

Basic Functions: The Director of Development will work within the Urban League of Essex County's Development and Communications Department and will report to the Chief Executive Officer. The Director of Fund Development and Communications is a senior leader whose primary focus is to raise funds to support the organization's \$X million-dollar budget and increase unrestricted revenue for ULEC to advance the strategic priorities of the organization and ensure long-term growth and sustainability. He/she will play a key role in working with the ULEC team and stakeholders to carry out a robust development and communications plan which includes raising revenue from a diverse mix of individual, corporate, private foundations, and the organization's annual event. He/she will assist with the production, event marketing, and fundraising for the annual gala and will conceptualize as well as help implement donor cultivation events.

- Responsibilities:**
- Steward existing relationships to ensure current donors, partners, and funders are giving increased amounts, year after year.
 - Conduct research to identify high-net worth individuals and corporations to support the growth campaign as well as the organization's fundraising appeals and special events.
 - Forge new relationships to build ULEC's visibility and secure financial support from individuals, foundations, and corporations.
 - Collaborate with team members to conceptualize and implement fundraising campaigns.
 - Oversee digital email strategies including social media and e-news.
 - Ensure the website as well as marketing materials are up to date.
 - Help with identification of new foundation opportunities and framing the content of foundation proposals and reports.
 - Cultivate relationships with program officers and corporate executives to leverage fundraising.
 - Conceptualize and implement a corporate giving program that offers volunteer opportunities, in-kind support, private foundation grants, and corporate sponsorship.
 - Work collaboratively with CEO, providing complete and accurate activity reports and revenue.
 - Oversee donor data management and ensure donor database is being used effectively.
 - Oversee donation processing, acknowledgement, tracking, reporting, and reconciliation with Finance.
 - Serve as an ambassador for ULEC at external events, including presenting on the organization and making direct asks.
 - All other responsibilities as assigned.

Qualifications:

- Bachelor's degree in development, business administration, marketing or related field preferred.
- 7+ years of development, fundraising, communications, and management experience in a non-profit setting.
- Proven track record of securing gifts that have increased in size over time.
- Comfortable making direct asks of individuals and corporate representatives.
- A deep appreciation for ULEC's work, mission, and the population it serves.
- Experience in Board, committee, and volunteer management.
- Excellent project management skills and capacity for motivating and helping to guide cross-departmental teams.
- Willingness and ability to manage tasks independently, supported by weekly meetings with CEO.
- Excellent team player open to working in a fluid, fast-paced environment with the ability to be flexible and adjust to competing demands.
- Proven participation and ability to work collaboratively with internal team members and management staff for the purposes of achieving collective goals/objectives.
- Solid writing and researching skills as well as great attention to detail.
- Ability to manage multiple projects under tight deadlines.
- Strong interpersonal and presentation skills.
- Critical thinker, analytical, creative, bold, and ambitious.
- Great public speaker and strategic thinker.

Compensation & Benefits:

Salary depends and may increase contingent on level of experience and education.

How To Apply:

E-mail resume/CV and cover letter (resumes without cover letters will not be considered) to jsantos@ulec.org AND careers@ulec.org. In the subject line, write **Director of Fund Development and Communications**.

Equal Opportunity Statement:

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

The Urban League of Essex County is an Affirmative Action/ Equal Opportunity Employer.

