



Summary: *Development Director*

Open: March 2026

New Jersey Citizen Action Education Fund (NJCAEF) has an immediate opening for a Development Director. The Director reports to our Executive Director, serves as a member of the organization's leadership team, and is primarily responsible for advancing and implementing organizational fundraising strategies.

New Jersey Citizen Action Education Fund (NJCAEF) is a statewide organization that fights for racial, social and economic justice for all while empowering low- and moderate- income New Jerseyans through counseling, outreach, and financial empowerment services. Our services include free housing and foreclosure counseling, financial education and coaching, tax preparation, and healthcare enrollment assistance. Our programs help New Jersey's low- to moderate-income communities thrive, prosper and while ensuring they have a voice in helping revitalize our state's democracy.

Responsibilities:

Fundraising/Grant Management:

- Develop and implement strategies to meet fundraising goals set by department heads and Executive Director; this includes creating new funding streams to meet developmental priorities.
- Lead renewal and reporting related to government and foundation grants totaling 3.5 million plus annually; partner with program directors and department heads work to ensure reporting is timely and accurate, coordinate tracking with various department heads of deliverables and accomplishments.
- Plan, organize, and coordinate one large fundraising event annually and 2-3 smaller events annually.
- In concert with Communications staff - drive small online giving program; devise and carry out ways to build and expand it.
- In concert with the Executive Director – maintain and grow an individual giving program.
- Lead the renewal and securing of new affiliate partners and dues support annually.
- Identify and pursue new funding sources to support organizational programs.

Operational/Administrative:

- Organize and maintain organizational records and documentation in accordance with procedures developed for compliance and audit purposes.
- Prepare and process invoices, payment requests, and other financial transactions.
- Submit reports, maintain eligibility requirements, apply, and submit for business/non-profit status certifications.
- Draft, review, and manage contracts, Memorandum of Understanding, and compliance-related documentation; coordinate with Financial and Administrative team as needed.

Branding/Other:

- Develop materials that highlight NJCA and NJCAEF impact,
- Contribute to fundamental organizational decisions and including financial, HR, and program direction as a Leadership Team member.

Qualifications:

- 5 or more years of experience with fundraising for a non-profit advocacy or direct service organization.
- Demonstrated track record of acquiring new funders;
- Excellent written and computer skills required;
- Have knowledge and experience with SAM.gov, Grants.gov and the NJ State SAGE systems
- Strong commitment to under-served communities;
- Ability to understand and manage government and foundation grants and budgets;

- Success with planning and coordinating fundraising events;
- Basic knowledge of online and donor giving strategies;
- Skilled at relationship-building especially with members of the philanthropic community;
- Excellent time management and organizational skills;
- Commitment and track record of meeting ongoing deadlines;
- Self-starter who can work both independently and in a team setting.

Location: The position will be based out of our Highland Park, NJ office. Hybrid position with some remote work possible.

Compensation: Salary \$80K+ depending on experience with comprehensive health care, dental, vacation, and other benefits.

To Apply: Email cover letter and resume by March 20th to:

Dena Mottola Jaborska, Executive Director
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