



**Job title:** Development Associate, Press Forward New Jersey local chapter

**Location:** New Jersey (remote, but based in New Jersey)

**Position type:** Full-time

**About the Consortium:**

The New Jersey Civic Information Consortium ([www.njcivicinfo.org](http://www.njcivicinfo.org)) is an independent, 501(c)(3) nonprofit organization that funds initiatives to benefit the State's civic life and meet the evolving information needs of New Jersey's communities. A first-in-the-nation project, the Consortium builds on the foundation laid by public media in the United States, and reimagines how public funding can be used to address the growing problem of news deserts and misinformation, and to support more informed communities.

Over the last several years, the Consortium has been the lead funder of news and information in New Jersey, investing more than \$5.5 million in both private and public money for 82 grants awarded to 52 grantees across the state. Currently, the Consortium supports 46 active grantees.

The Consortium's mission is to provide financial resources to support and grow trustworthy, community-based news and information sources throughout New Jersey.

It envisions an interconnected, collaborative and financially sustainable local news ecosystem that provides residents with the information they need in their daily lives and that helps and encourages them to participate actively in their communities.

**About Press Forward New Jersey:**

In February, Press Forward, a national movement to strengthen American democracy by revitalizing local news and information, designated the Consortium and the Community Foundation of New Jersey (CFNJ, [www.cfnj.org](http://www.cfnj.org)) as the New Jersey chapter of its initiative. Press Forward is a coalition of funders investing more than \$500 million over five years to strengthen local newsrooms, close longstanding gaps in journalism coverage, advance public policy that expands access to local news, and scale the infrastructure the sector needs to thrive.

Press Forward Locals are a network of chapters across the country where funders bring new donors and foundations together to expand resources for local news. These chapters are an opportunity for funders to create place-based initiatives, driven by the specific information needs of their communities.

As the home of Press Forward New Jersey, the Consortium and CFNJ plan to build a coalition of aligned funders and stakeholders and deepen the work of supporting a healthy and diverse news and information ecosystem across the state. The Consortium is

dedicated to providing financial resources to support and grow trustworthy, community-based news and information sources throughout New Jersey.

**Job description:**

Press Forward New Jersey is seeking a motivated and detail-oriented Development Associate to join the staff of the Consortium to help kickstart and grow fundraising for the nascent organization. The Development Associate will play a crucial role in supporting fundraising efforts and donor relations activities. The ideal candidate will have fundraising experience, excellent organizational skills, strong communication abilities, and a passion for equitable access to local news and information.

**Key responsibilities, in collaboration between the Consortium and CFNJ:**

- Assist in the development and implementation of fundraising strategies and campaigns.
- Research potential donors and funding opportunities.
- Prepare grant proposals, letters of inquiry, and donor communications.
- Maintain donor databases and ensure accurate and up-to-date records.
- Assist in planning and coordinating fundraising events and activities.
- Cultivate relationships with donors and stakeholders through regular communication and stewardship efforts.
- Provide support for donor acknowledgment and recognition processes.
- Collaborate with other team members to achieve fundraising goals and objectives.
- Stay informed about industry trends and best practices in fundraising and donor relations.

**Qualifications:**

- Bachelor's degree in a relevant field (such as Nonprofit Management, Communications, Business Administration or related field).
- Previous experience in fundraising, development, or related fields preferred.
- Grantwriting experience.
- Strong written and verbal communication skills.
- Excellent organizational and time management abilities.
- Proficiency in Microsoft Office Suite and donor management software (e.g., Salesforce, DonorPerfect).
- Ability to work independently and collaboratively in a fast-paced environment.
- Commitment to maintaining confidentiality and professionalism in donor interactions.
- Passion for our mission and dedication to making a positive impact.

The annual salary range for this position is \$65,000 to \$75,000. Benefits include:

- Competitive salary
- Health insurance
- Retirement plan
- Paid time off
- Professional development opportunities

**How to Apply:**

Please submit a resume and cover letter detailing your qualifications and interest in the position to [info@njcivicinfo.org](mailto:info@njcivicinfo.org) no later than May 31, 2024.

The NJ Civic Information Consortium is an equal opportunity employer and encourages candidates of all backgrounds to apply.