

Development and Communications Director

Organization: New Jersey Civic Information Consortium

Reports to: Executive Director

Position Type: Full-time

Location: Remote-first (Based in New Jersey)

About the Consortium

The [New Jersey Civic Information Consortium](https://njcivicinfo.org) invests public and private funds in grants, training, research, and innovation to strengthen trustworthy, community-based news and information across New Jersey. An independent, nonpartisan organization, the Consortium supports local news organizations and civic information projects, builds pathways into journalism, and helps residents access the information they need to participate in their communities.

The opportunity

The Consortium seeks a Development and Communications Director to grow philanthropic support and communicate the value of local news and civic information. Working closely with the Executive Director, staff, and Board, the Director will build a diversified fundraising program and turn program results into compelling proposals, donor communications, and public stories. This is a hands-on leadership role combining strategy, relationship building, writing, and execution.

Key responsibilities

Development and donor relations

- Develop and execute an annual fundraising plan with revenue goals, a prospect pipeline, cultivation and solicitation strategies, and a stewardship calendar.
- Identify, research, and cultivate foundations, individual and major donors, corporate philanthropic partners, and other aligned funding sources in New Jersey and nationally.
- Manage grant proposals, letters of inquiry, budgets, renewals, and reports; coordinate with program and finance staff to ensure accurate submissions and timely fulfillment of commitments.
- Partner with the Executive Director on donor meetings and solicitations; prepare briefings, proposals, presentations, and follow-up materials.
- Build lasting donor relationships through meaningful updates, acknowledgments, site visits, and opportunities to understand the work of the Consortium and its grantees.

- Develop campaigns and pooled or matching funding opportunities that attract new supporters and strengthen the sustainability of local news.
- Maintain reliable fundraising records and fundraising forecasts; track restrictions, deadlines, and results, and provide regular reports to leadership and the Board.

Communications and public engagement

- Develop and implement a communications strategy that connects the Consortium's mission, programs, and impact with funders, partners, news organizations, and New Jersey residents.
- Lead creation of annual reports, newsletters, website content, social media, press releases, fundraising materials, and presentations, using a consistent voice and visual identity.
- Work with staff and grantees to develop accurate stories of impact and accessible explanations of how local news strengthens civic participation and community life.
- Manage the editorial calendar and digital channels; use audience and engagement data to improve reach, clarity, and effectiveness.
- Cultivate media relationships and coordinate interview requests, public announcements, and event communications with the Executive Director.
- Prepare talking points and briefing materials for leadership and support coordinated responses to sensitive issues while protecting grantee editorial independence.
- Coordinate designers, writers, and other contractors as needed; ensure materials are accessible and reflect the diversity of New Jersey's communities.
- Supervise one staff member who will support both Development and Communications back office work.

Planning and collaboration

- Connect fundraising and communications priorities with the Consortium's program strategy, working closely with program and finance colleagues.
- Support cultivation and outreach, and equip stakeholders with clear messages and materials.
- Set measurable goals and monitor fundraising revenue, donor retention, proposal results, and communications performance; recommend improvements based on results.

Qualifications

- At least five years of progressively responsible experience in nonprofit development, institutional fundraising, communications, or a related field, including successful fundraising and substantial writing responsibility.
- Demonstrated ability to cultivate funders, produce strong proposals, steward relationships, and manage multiple deadlines.
- Excellent writing, editing, and storytelling skills, with the ability to translate budgets, research, and program data into clear materials for different audiences.
- Experience with donor databases, email marketing, website publishing, social media, and basic analytics; sound judgment about confidentiality and data accuracy.

- Ability to work independently and collaboratively on a small team, with strong organization, follow-through, and attention to detail.
- Commitment to trustworthy local news, equitable access to civic information, and editorial independence. Familiarity with New Jersey communities, journalism, or public-interest philanthropy is preferred.
- Relevant education or an equivalent combination of professional and lived experience.

Compensation and benefits

Salary will be commensurate with experience and qualifications. The Consortium offers a competitive compensation and benefits package designed to support employee health, well-being, and work-life balance. Benefits include comprehensive medical, dental, and vision insurance; a 401(k) retirement savings plan; generous paid time off; Summer Fridays, and a winter holiday break.

How to apply

Interested candidates are invited to submit an application through the Consortium's online application form, including a resume and cover letter outlining their relevant experience and interest in the position.

Applications will be reviewed on a rolling basis. Candidates selected for further consideration will be contacted directly.

[Apply Here](#)

Equal Opportunity Employer Statement

The Consortium is committed to fostering an inclusive and equitable workplace that reflects the diversity of New Jersey's communities. We encourage applications from individuals with a wide range of professional backgrounds, educational experiences, and perspectives.

The Consortium is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity or expression, disability, veteran status, or any other status protected by applicable law. Reasonable accommodations are available to applicants and employees with disabilities.