



Greater Newark Conservancy
32 Prince Street, Newark NJ 07103
973-642-4646
www.greaternewark.org

Job Title: Development Associate

Department: Development

Reports To: Director of Development

Type: Part-Time Exempt, 12-20 hours/wk; Hybrid with in-person presence at the Conservancy's Newark headquarters as needed

Salary Range: Hourly rate - \$30-\$35 commensurate with experience

Benefits: 40 hrs paid time off and professional development support

Start Date: Immediately

Organization Description

Greater Newark Conservancy (the Conservancy) is a leading nonprofit organization dedicated to environmental stewardship, food justice, and urban sustainability in Newark, New Jersey. Through its work in urban farming, environmental education, youth job training, and community greening, the Conservancy connects people with nature and empowers residents to transform their neighborhoods into healthy, vibrant, sustainable communities.

For over 35 years, the Conservancy has served as a vital resource for Newark, transforming vacant lots into thriving gardens, educating youth in science and sustainability, and creating pathways for residents to engage in urban greening and healthy food access.

As Greater Newark Conservancy implements its Strategic Plan 2025–2028, it is poised for significant philanthropic expansion — broadening donor relationships, deepening local partnerships, and establishing a sustainable base of major gifts, institutional funding, and community investment to advance environmental and social equity.

Position Description

The Development Associate provides critical organizational, administrative, and donor-support functions for Greater Newark Conservancy's Development Department. This role supports the execution of fundraising strategies by managing day-to-day operations, maintaining accurate records, and assisting with donor stewardship across foundations, corporations, and individual giving.

The ideal candidate is highly organized, detail-oriented, and able to work independently while managing multiple priorities. They bring sound judgment, creativity, and a strong sense of integrity, along with the energy and professionalism needed to support relationship-based fundraising and advance the Conservancy's mission.

- Provide administrative support for the team, including the Executive Director and Director of Development
- Database Management: Enter, update, and maintain donor and prospect information in the



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CRM platform (DonorPerfect).

- Data Integrity: Ensure data accuracy and cleanliness through regular audits and cleanup.
- Donor Stewardship: Manage acknowledgments, thank-you letters, and donor communications.
- Campaign Support: Generate donor lists for appeals, events, and reports.
- Reporting: Analyze data to inform development strategies and create funder reports.
- Event Coordination: Assist with logistics for fundraising and stewardship events.
- Process gifts and generate DonorPerfect reports
- Compose general correspondence, including acknowledgement letters
- Assist in drafting fundraising materials, including letters of inquiry, proposals and reports
- Proofread and edit proposals and reports; compile proposal and report packages and additional correspondence as required
- Assist in cultivation and stewardship of institutional prospects and individual donors
- Conduct prospect research
- Act as a front line for donors and prospect inquiries
- Assist at Conservancy special events, as needed

Job Requirements:

- 3-5 years of experience working in a Development office; some college coursework or equivalent practical experience required; Bachelor's degree preferred but not mandatory
- Strong written and verbal communication skills with an eye for detail and an articulate telephone manner
- Excellent organizational skills, including self-management of work schedule; ability to multi-task and prioritize in a fast-paced environment
- Strong problem-solving and critical thinking skills
- Effective team worker who can demonstrate a collaborative approach when working with colleagues
- Proficiency with MS Word, Excel, Outlook, and Donor Perfect or other nonprofit CRM platform
- Discretion and commitment to confidentiality

To Apply:

Greater Newark Conservancy is committed to building a diverse, inclusive team and strongly encourages applicants from all backgrounds and lived experiences to apply. Interested applicants should forward a resume and cover letter to **Valerie Lynch, Development Consultant** at valerie@greaternewark.org In the subject line of your email, indicate that you are applying for the Development Associate position.

Due to the high volume of applications that we receive, we are only able to contact those applicants whose experience most aligns with the position profile.



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