



SUSTAINABLE JERSEY

PO Box 6855, Lawrenceville, NJ 08648

POSITION ANNOUNCEMENT: DEVELOPMENT MANAGER

8/21/2025

SUMMARY

Sustainable Jersey seeks a dynamic, organized, and committed individual to serve as our Development Manager. The position is a core member of the development team, collaborating closely with the Assistant Director. Qualified candidates will be detail-oriented, have strong communications and project management skills, a passion for our mission, and previous experience with non-profit fundraising, marketing, or similar.

ABOUT SUSTAINABLE JERSEY

[Sustainable Jersey](#) is a fast-growing network of over 1,600 communities and schools working together to solve key sustainability problems. The mission of the organization is to "make a better tomorrow, one community at a time." Recognized as a national model, this is done through a bottom-up meets top-down collaborative process to set standards, develop guidance, provide funding and assistance, and coordinate resources for community sustainability efforts. The focal point of the organization is a municipal and school certification program for sustainability that combines clear standards for action, robust guidance and implementation support, and a suite of incentives.

The program is a model of collective decision making that brings local governments into direct collaboration with their communities and a statewide movement of public and private supporters. The organization awards over \$500,000 in grants each year to municipalities and K-12 public schools to implement sustainability measures, delivers over 150 training and outreach events, conducts research on new best practices, and collaborates with dozens of public and private partners to provide resources to communities. Through our grassroots network of hundreds of "Green Teams" around the state and issue-area Task Forces, Sustainable Jersey recruits diverse partners to support communities in taking meaningful local action.

ABOUT THE POSITION

The Development Manager supports the growth of the organization's development operations by researching and recommending opportunities within the existing fundraising plan, with a focus on grants and corporate sponsorships. The role reports to the Assistant Director and works closely with senior staff, subject matter experts, the Board of Trustees, and a passionate and energetic team, contributing to meaningful initiatives that shape sustainability outcomes across New Jersey. The Development Manager plays an essential role in maintaining a strong base of supporters while helping the organization expand in a dynamic environment. Key responsibilities include attracting and managing corporate sponsorships, identifying and applying for grants, planning and implementing major events as part of a team, and building relationships with current and future supporters. The position also contributes to growth by researching untapped funding opportunities.

Candidates with diverse levels of experience will be considered. Compensation includes a base salary of \$65,000-\$80,000 and employer contribution towards health insurance and retirement benefits.

SPECIFIC DUTIES

- Coordinating the organization's development program with focus on corporate and foundation relations, grant project management, and major gifts
- Managing a corporate sponsorship program including prospecting, pitching, fulfillment, and stewardship
- Prospecting, potential grants and coordinating the grant submission, award, and reporting processes with SJ program staff managing
- Interfacing with the Board of Trustees on Development activities and supporting the Board Development Committee
- Working with a project team to plan and execute fundraising and program events highlighting program supporters
- Building relationships with a variety of partners, sponsors, funders, and board members
- Creating organizational collateral that supports development including sponsorship materials, event programs, and other materials

QUALIFICATIONS AND SKILLS

- Proven experience with development, fundraising, communications, marketing, non-profits or other similar relevant background
- Strong networking and relationship-building abilities with corporate and philanthropic partners
- Sales-oriented mindset: confident, persuasive, attentive, and persistent
- Excellent project management skills, including managing grant project teams and meeting deadlines
- Highly organized with strong attention to detail and ability to maintain accurate data and records
- Skilled in writing clear, compelling proposals, correspondence, and development materials
- Proficiency with spreadsheets, databases, and online collaboration tools
- Event planning experience, with focus on sponsor/funder visibility and engagement
- Self-starter with ability to work independently while thriving in a team environment
- Effective time management skills, especially in a remote work setting
- Passion for sustainability and commitment to advancing the organization's mission

HOW TO APPLY

Qualified candidates should submit a resume, cover letter, salary requirements, and at least one relevant writing sample to Lauren Skowronski at skowronl@tcnj.edu.