



Director of Development, Marketing & Public Relations

Morris Plains, NJ

Pay: \$90,000 – \$120,000 per year (based on experience)

Status: Full-Time

Location: Morris Plains, NJ

ABOUT ArcMorris

ArcMorris was established by a group of parents advocating for children affected by intellectual and developmental disabilities (IDD) and was incorporated in 1953. ArcMorris is a 501(c)(3) nonprofit organization and is now the leading provider of services for people affected by IDD and their families in Morris County, NJ. Programs include residential housing, respite housing, day habilitation, recreational, day camp, college, pre-vocational, and family support services.

Position Overview

The Director of Development, Marketing & Public Relations reports directly to the Executive Director and serves as a key member of the senior leadership team. This position is responsible for planning and implementing a comprehensive development, fundraising, marketing, and communications program to support the short- and long-term financial and public engagement needs of ArcMorris and the ArcMorris Foundation.

The Director secures financial support through strategic fundraising initiatives, donor engagement, grant development, and community partnerships while also ensuring ArcMorris' mission is effectively communicated through marketing, branding, and public relations strategies.

This position also oversees major fundraising events, manages donor and media communications, and collaborates closely with leadership and the Board of Directors to achieve the organization's development and visibility goals.

Key Responsibilities (include but are not limited to):

- **Oversee the organization's overall financial development, fundraising, marketing, and public relations strategy in collaboration with Executive Leadership.**
- **Work with the Executive Director and Executive Team to establish priorities aligned with the strategic plan.**
- **Set annual fundraising goals and establish short- and long-term development objectives.**



- Develop and implement fundraising strategies to secure support from individuals, corporations, foundations, and community partners.
- Maintain and expand a network of current and prospective donors.
- Cultivate and steward relationships with existing donors while identifying new funding opportunities.
- Research and apply for grants and public funding opportunities.
- Produce fundraising materials, marketing content, grant proposals, and donor communications.
- Plan and manage major fundraising events including the Annual Gala, Foundation Golf Outing, and additional donor engagement activities.
- Develop and manage the organization's digital fundraising and digital marketing strategies.
- Oversee donor management systems and ensure accurate gift processing and record keeping.
- Ensure the organization maintains a strong public image through communications, branding, and media outreach.
- Provide regular fundraising progress and marketing reports to Executive Leadership and the Board.
- Collaborate with Board members to strengthen fundraising initiatives and community engagement.
- Manage development-related data entry, reporting, software systems, and marketing tools.
- Represent ArcMorris at community events and networking opportunities to strengthen partnerships and visibility.
- Perform other related duties as assigned.

Qualifications:

- Bachelor's degree in Business, Nonprofit Management, Communications, Marketing, or a related field required.
- Minimum of 4 years of experience in fundraising, marketing, sales, business development, or nonprofit development.
- Strong knowledge of fundraising strategies, donor cultivation, grant writing, and marketing best practices.
- Experience securing sponsorships and managing fundraising events preferred.
- Strong interpersonal, verbal, written, and public-speaking communication skills.
- Experience with marketing tools, digital content creation, and social media strategy preferred.
- Leadership, organizational, and project management abilities.
- Experience managing donor databases or CRM systems (Bloomerang experience preferred).
- Proficiency with Microsoft Office, Google Suite, and digital media platforms.



- Ability to work independently while managing multiple projects and deadlines.
- Willingness to travel locally and work occasional evenings or weekends for events.
- Valid driver's license required; personal vehicle preferred.

Benefits Include:

- 100% Employer-Paid Medical, Dental & Vision (single coverage after 90 days)
- Employer-Paid Life Insurance
- Supplemental Insurance (disability, accident, critical illness)
- Legal Insurance (50% employer-covered)
- Employee Assistance Program (24/7 support)
- 403(b) Retirement Plan (up to 8% employer contribution after 1 year)
- Paid Time Off (vacation, sick, personal, holidays)
- Birthday Day Off (after 4 years of service)
- Flexible Spending Account (medical & dependent care)
- Training & Tuition Assistance
- Mileage & Meal Reimbursement
- Direct Deposit
- Employee Recognition Programs

Apply Today

Gene C. Rossi, Recruiter – ArcMorris

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APPLY NOW