



Grants & Communication Coordinator

Morris County, NJ

Pay: \$60,000 – \$65,000/year

Status: Full-Time (Exempt)

Location: Morris County, NJ

ABOUT ArcMorris

Since 1953, ArcMorris has empowered individuals with intellectual and developmental disabilities (I/DD) to live inclusive, independent, and fulfilling lives. As the largest provider of I/DD services in Morris County, we are committed to connecting individuals and families to high-quality, person-centered supports and community resources.

Position Overview

The Grants & Communication Coordinator supports ArcMorris' community engagement, communications, grant coordination, and outreach efforts to advance the organization's mission, programs, and strategic initiatives.

Reporting to the Chief Strategy and Impact Officer, this role plays an important part in strengthening relationships with community partners, supporting fundraising and grant activities, and enhancing public awareness of the organization's impact.

The Grants & Communication Coordinator assists with digital communications, website management, social media engagement, marketing initiatives, and grant coordination efforts. This position emphasizes communications, outreach, partnerships, and grants coordination while providing limited support for organizational events and initiatives.

Schedule Requirements

- Full-time, exempt position (40 hours per week)
- Typical schedule: Monday–Friday | 8:30 AM – 5:00 PM
- Requires flexibility to attend occasional evening and weekend community events or organizational functions as needed

Key Responsibilities (include but are not limited to):

Community Engagement & Outreach

- Support community outreach initiatives and partnership development efforts
- Assist with outreach to local organizations, businesses, donors, and community stakeholders



- Coordinate participation in community events, fairs, networking opportunities, and outreach initiatives
- Maintain positive relationships with community partners, sponsors, and volunteers

Grant Coordination & Administrative Support

- Research grant opportunities aligned with organizational priorities and strategic initiatives
- Assist in preparing and coordinating grant applications, supporting documents, and reporting requirements
- Maintain grant calendars, deadlines, submission tracking systems, and grant records
- Collaborate with leadership and program departments to gather program data and outcomes for grant reporting
- Website Management & Digital Communications
- Manage and maintain ArcMorris' website, including updates to programs, news, events, and organizational content
- Monitor website analytics and support search engine optimization (SEO) efforts
- Collaborate with staff to gather and publish relevant digital content
- Social Media & Marketing Communications
- Create and publish engaging content across social media platforms and digital communication channels
- Develop marketing and communication materials including newsletters, flyers, graphics, brochures, and promotional content
- Maintain social media and communications calendars
- Monitor engagement and respond professionally to inquiries and comments

Public Relations & Storytelling

- Draft press releases, announcements, and public-facing communications
- Promote organizational initiatives, programs, and community impact stories
- Capture and organize photos, videos, and digital assets for communications use
- Support branding consistency across all communication platforms

Event & Organizational Support

- Assist with promotional efforts and communications related to fundraising and community events
- Provide limited event support and digital event coverage as needed
- Support donor and participant recognition communications
- Assist with internal communications and organizational announcements

Collaboration & Reporting



- Collaborate across departments to ensure consistent branding, messaging, and communication strategies
- Track engagement metrics and prepare reports related to communications and outreach activities
- Work collaboratively with staff, leadership, donors, and community partners to support organizational goals

Education & Experience

- Bachelor's degree in Marketing, Communications, Public Relations, Journalism, or a related field; or equivalent professional experience
- Three (3) to five (5) years of relevant experience in communications, marketing, public relations, nonprofit outreach, or related fields
- Experience managing websites, digital communications, and social media platforms
- Experience with content management systems (CMS) and website editing tools
- Experience using social media management and analytics tools such as Hootsuite or Buffer
- Skills & Competencies
- Strong writing, editing, storytelling, and verbal communication skills
- Proficiency with design platforms such as Adobe Creative Suite, Canva, or similar programs
- Knowledge of digital marketing, communications analytics, and branding best practices
- Strong organizational skills with the ability to manage multiple priorities and deadlines
- Attention to detail and commitment to quality
- Ability to collaborate effectively with staff, donors, community partners, and leadership
- Professional, creative, and mission-driven approach to communications and outreach

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 & Professional Development Opportunities
- Tuition Assistance
- Mileage & Meal Reimbursement
- Direct Deposit



- Employee Recognition Programs

Apply Today

Gene C. Rossi, Recruiter – ArcMorris

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