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**Director of Development**  
Morris Plains, NJ

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

**Status: Full-Time**

**Location: Morris Plains, NJ**

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#### **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.

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#### **Position Overview**

The Director of Development 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 and fundraising program to support the short- and long-term financial needs of ArcMorris and the ArcMorris Foundation.

The Director of Development secures financial support through strategic fundraising initiatives, donor engagement, grant development, and community partnerships. This role builds and maintains relationships with donors, sponsors, board members, and community stakeholders while ensuring that ArcMorris' mission is effectively communicated and supported.

The Director of Development also oversees major fundraising events, manages donor communications, and collaborates closely with leadership and the Board of Directors to achieve the organization's development goals.

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#### **Key Responsibilities (include but are not limited to):**

- **Oversee the organization's overall financial development and fundraising strategy in collaboration with Executive Leadership.**
- **Work with the Executive Director and Executive Team to establish development priorities aligned with the organization's strategic plan.**
- **Set annual fundraising goals and establish short-term and long-term development objectives.**
- **Develop and implement fundraising strategies to secure financial 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 and securing new funding opportunities.
  - Research and apply for grants and public funding opportunities.
  - Produce fundraising materials, grant proposals, and donor communications.
  - Plan and manage major fundraising events such as the Annual Gala, Foundation Golf Outing, and other donor engagement activities.
  - Develop and manage the organization's digital fundraising strategy.
  - Oversee donor management systems and ensure accurate gift processing and record keeping.
  - Provide regular fundraising progress reports to Executive Leadership and the Board of Directors.
  - Collaborate with Board members to strengthen fundraising initiatives and donor engagement.
  - Manage development-related data entry, reporting, and software systems.
  - Ensure the organization maintains a strong and positive public image through communications and media strategies.
  - Represent ArcMorris at community events and networking opportunities to strengthen partnerships and visibility.
  - Perform other related duties as assigned.
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#### Qualifications:

- Bachelor's degree in Business, Nonprofit Management, Communications, or a related field required.
  - Minimum of 4 years of experience in fundraising, sales, business development, or nonprofit development.
  - Strong knowledge of fundraising strategies, donor cultivation, and grant writing.
  - Experience securing sponsorships and managing fundraising events preferred.
  - Excellent interpersonal, verbal, and written communication skills.
  - Strong leadership, organizational, and project management abilities.
  - Experience managing donor databases or CRM systems (Bloomerang experience preferred).
  - Proficiency with Microsoft Office and Google Suite.
  - Familiarity with social media platforms and digital fundraising strategies.
  - 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.
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#### 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
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### Apply Today

Gene C. Rossi, Recruiter – ArcMorris

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