



JOB OPPORTUNITY

4CS OF PASSAIC COUNTY, INC. IS CURRENTLY HIRING FOR A Community Outreach and Development Assistant

The community outreach and development assistant assist the manager with the implementation of a strategic approach to fundraising, developed in concert with the Board of Directors, which may include major individual, corporate, foundation, and in-kind resources. The coordinator assists in strategic planning and budgeting initiatives in addition to problem solving. S/he works within the guidelines, policies and mission of 4CS and is accountable and responsible for specific projects as assigned. The person in this role must thrive in a demanding environment—with empathy, poise and the ability to pivot quickly. S/he must be able to manage a high volume of tasks and timelines with attention to detail and an ability to prioritize. S/he will establish and maintain a strong rapport with the 4CS staff and stakeholders. S/he must be able to work autonomously as well as effectively as part of a team. The development operation is in start-up phase, therefore high functioning and support level tasks are embedded in the role, including development operations and structuring a well-organized fund development operation. This is currently a grant-funded position based on continued grant renewal.

Education and Experience Required:

- Bachelor's degree in business, communication, marketing, non-profit leadership, journalism or related field
- Certificate in Fundraising Management is a plus but not mandatory
- Knowledge of fundraising management, public relations, and business development
- Knowledge of federal and state laws affecting charitable donations, special events planning and management
- Strong verbal, written, and communication skills
- Ability to interact with senior executives and community leaders

Please send cover letter and resume to hr@4cspassaic.net