

Foundation Coordinator

The Northern NJ Community Foundation (NNJCF) is hiring a part-time Foundation Coordinator (20 hours per week) to help support daily operations, donor services and event management. This role is perfect for an independent self-starter with strong organizational and communication skills, a collaborative spirit, and a hands-on approach. Prior experience in the nonprofit sector is a plus.

Duties & Responsibilities

1. Administrative Support

- Manage office operations (supplies, packages, mail, vendor services, contract renewals, etc.)
- Monitor NNJCF inbox and respond to inquiries (email and office phone)
- Set up and manage meeting requests and maintain calendars
- Organize files (electronic and physical)
- Process charitable fund disbursements, fiscal sponsorships, and donor advised funds

2. Fundraising Support

- Maintain and update database information in Customer Relations Management (CRM) system
- Generate development and donor reports as needed
- Support overall fundraising activities
- Send out timely and personalized thank-you letters to donors

3. Event Management

- Coordinate logistics for events (conferences/fundraisers)
- Assist with securing venues
- Manage vendors and all collateral/printing needs
- Maintain digital registration listings and website calendar posts
- Create attendee lists and day of event materials
- Conduct post-event tasks (surveys, follow-ups, data collection)

Qualifications

- Highly organized independent self-starter with strong attention to detail
- Excellent written and verbal communication skills
- Ability to learn new technology quickly; must be proficient with Microsoft Office (Word, Excel); experience with customer relations management software (Little Green Light), email marketing platforms (Constant Contact), fundraising platforms (Zeffy, Givebutter), and/or graphic design a plus
- Adaptable, proactive, and eager to contribute

To Apply

Submit a resume and cover letter including two references to maureen@nnjcf.org by October 10, 2025. We're looking for someone ready to grow with us and help support meaningful community work across Northern New Jersey.

Founded in 1998, the Northern New Jersey Community Foundation (NNJCF) is a nonprofit organization with a mission to provide collaborative leadership, build effective partnerships, and pool diverse resources

to enrich quality of life in Northern New Jersey. We believe in the power of coming together to solve problems by answering the question: "What can we achieve together that we cannot alone?"

The Northern New Jersey Community Foundation is an Equal Opportunity Employer and will consider applicants without regard to race, color, religion, sex, age, veteran or disability status, or any other characteristic protected by law.