

## **SPONSORSHIP/FUNDRAISING CONSULTANT OPPORTUNITY**

### **POSITION SUMMARY:**

The Northern New Jersey Community Foundation (NNJCF) is seeking an experienced fundraising consultant to secure conference, event, and program sponsorships in the areas of arts, environment and history. The candidate should have strong corporate funder connections in northern New Jersey, knowledge of the local non-profit sector, and proven relationship-building skills to connect sponsors with NNJCF's mission.

### **KEY RESPONSIBILITIES:**

- Develop and execute comprehensive sponsorship sales strategies aligned with NNJCF goals.
- Identify and research potential sponsors, building a pipeline of prospects across various New Jersey industries.
- Cultivate and nurture relationships with potential and existing sponsors through outreach, meetings, and networking.
- Create compelling and customized sponsorship proposals and presentations tailored to the specific needs and objectives of each prospect.
- Negotiate and finalize sponsorship agreements, ensuring alignment with organizational and sponsor objectives.
- Manage the fulfillment of sponsorship benefits, working closely with NNJCF staff to ensure deliverables are met and expectations exceeded.
- Use CRM software to prepare and analyze outreach reports, forecasts, and performance metrics to track progress and identify areas for improvement.
- Represent NNJCF at events, conferences, and networking functions to promote sponsorship opportunities and build awareness.
- Provide input to develop sponsorship programs that maximize value for sponsors.

### **QUALIFICATIONS:**

- 3-5 years' experience working in non-profit fundraising/sponsorship with a proven track record of building relationships with corporate funders in northern NJ.
- Strong understanding of sponsorship principles and best practices.
- Certified Fundraising Executive (CFRE) certification a plus.
- Proficient in CRM software and Microsoft Office Suite.
- Highly organized and detail oriented.
- Excellent written and verbal communication, negotiation, and presentation skills.
- Self-motivated, results-driven and able to work independently and as part of a team.
- Ability to attend meetings and events as needed.

### **WHAT WE OFFER:**

We anticipate that the time commitment will be approximately 15 hours per month from November through June 2026.

- Opportunity to work with a dedicated and passionate team.
- Impactful work that makes a difference in our community.
- Ability to work remotely with occasional in-person meetings.

**TO APPLY:**

Submit your resume and cover letter outlining your relevant experience and qualifications to Maureen Vanacore at [maureen@nnjcf.org](mailto:maureen@nnjcf.org). Please include two examples of sponsorship/fundraising requests/proposals that you have successfully executed.

The deadline to apply is October 17, 2025.

**ABOUT US:**

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.*