



Development Operations Coordinator

Overview of Organization

NJ LEEP is a college access and success program for low-income and first-generation students from the greater Newark area. NJ LEEP currently serves middle school students, high school students, college students, and family members. We help students perform at high academic levels by building skills through law-related and other educational programs, developing the habits necessary for college success and community leadership, and offering exposure to colleges, careers, and role models who have achieved professional success. NJ LEEP's model is challenging and rigorous and prepares NJ LEEP program graduates for success in college. NJ LEEP strives to be a diverse, equitable, and inclusive organization. We are committed to anti-racist principles and are actively engaged in the work of those principles, including staff trainings and creating space for dialogue around race and identity for both staff and students. For more information about our work, please go to www.njleep.org.

The salary range for this position starts at \$50,000, and NJ LEEP offers a competitive benefits package for full-time employees.

Title & Position Summary

The Development Operations Coordinator is responsible for implementing the day-to-day development strategy of the organization, including coordinating volunteer and corporate engagement activities and initiatives, building revenue database systems, and working on individual donor appeals. This role will also support in the execution of external communication strategy. The Development Operations Coordinator will report to the Managing Director of Development. The work of this role will help ensure the support, resources, and exposure for NJ LEEP students to achieve their college-going ambitions. This is an entry-level position with significant room for professional growth.

As an NJ LEEP employee, you will model commitment to the values of diversity, equity, inclusion, and justice. You will also play an active role in NJ LEEP's anti-racism work to further the organization's mission. You will be expected to handle sensitive information with professionalism and diplomacy. As a team member, you must display a professional and positive attitude and contribute to a positive staff dynamic.

Responsibilities

- Partners with the Managing Director of Development and Executive Director to coordinate the operations and logistics of corporate engagement initiatives including but not limited to NJ LEEP's Week on the Job Program, mentor recruitment, field trips, volunteer recruitment, and other corporate-related events.
- Supports the Legal Education team in recruitment of and communication with Attorney Mentors in the Constitutional Law Debate Program.
- Supports the Managing Director of Development in grant reporting and research.
- Refine, implement, and maintain donor management systems within the NJ LEEP Raiser's Edge database
- Coordinate content creation (e.g., annual appeal, gala journal, and impact report) with Managing Director of Development and external designers
- Collaborates on organization communications including regular newsletters, fundraising appeals and other communications to donors and supporters.
- Other duties as assigned.

Minimum Experience and Qualifications

- Bachelor's degree OR 3-4 years of professional experience

- Excellent written, verbal, and interpersonal communication skills
- Strong organizational and data management skills

Preferred Experience and Qualifications

- 1-2 years of experience in nonprofit development
- Experience with nonprofit communications including written appeals, social media, and website maintenance
- Experience with volunteer management including recruitment and relationship building

Equipment:

- Computer and other office equipment

Work Environment:

- Traditional Office/Classroom Environment

Physical Effort:

- Sedentary
- Ability to lift 10-15 pounds regularly

Application Instructions

Interested applicants should complete an employment application [online](#) and follow directions in the application for submitting a resume and cover letter. Applicants are strongly encouraged to apply as soon as possible.

Due to the volume of applications, only applicants selected for an interview will receive a response.

NJ LEEP is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage candidates from all groups and communities to apply. NJ LEEP does not discriminate based on race, religion, creed, color, national origin, age, gender, sexual orientation, marital or family status, veteran status or disability.