

Job Posting: Development Associate: Donor & Community Relations

Location: Princeton, NJ

About Us:

The Center for Modern Aging Princeton (CMAP) is a dynamic community nonprofit organization dedicated to enriching the lives of older adults by providing comprehensive programs and services that promote wellness, lifelong learning, and community engagement. Our commitment to diversity, equity, and inclusion ensures that all individuals feel valued and supported in their aging journey. CMAP offers a dynamic and collaborative environment for professionals passionate about making a difference in the lives of older adults.

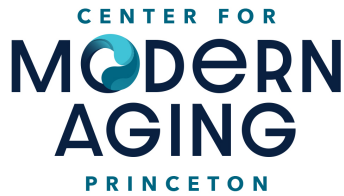
Position Overview

The *Development Associate: Donor and Community Relations* at the Center for Modern Aging Princeton (CMAP) is responsible for fostering and expanding relationships with both institutional and individual donors to support our mission. This role will also involve managing the lifecycle of grants, from application to reporting, and will actively engage with the community to raise awareness of CMAP's initiatives and strengthen its presence. The Development Associate will work closely with the Development team to cultivate, maintain, and grow support from donors, sponsors, and community partners.

Key Responsibilities

- **Donor Relations**
 - Develop and maintain relationships with a portfolio of individual donors, ensuring effective communication, regular updates, and personalized engagement with a goal of increasing the level of giving. Will work with the development team on donor recognition and appreciation activities, such as special events and donor spotlights.
 - Develop and maintain relationships with CMAP's institutional donors and annual sponsors, ensuring effective communication, regular updates, and personalized engagement. Actively recruit annual sponsors and corporate giving by building relationships with prospective partners.
- **Grant Management**
 - Oversee the grant process, from identifying opportunities and coordinating applications to monitoring deadlines, submitting reports, and ensuring compliance.
 - Collaborate with program and executive staff to gather necessary data, outcomes, and financials for grant applications and reports.
 - Maintain a grants calendar and systematize documentation to ensure timely and accurate submissions.
 - In consultation with the Development team and other staff partners, write grant applications for new grants.

The Center for Modern Aging Princeton
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- **Community Relations**

- Represent CMAP at community events, tabling opportunities, and other public engagements to showcase the organization's work and build community relationships.
- Develop and implement outreach strategies to engage local groups, individuals, and other potential supporters.
- Organize and coordinate events or presentations that inform the public about CMAP's mission, vision, and impact in the community.

- **General Development Support**

- Assist in executing fundraising campaigns, including digital appeals, direct mailings, and events, to increase revenue and donor engagement.
- Work with the development and communications team to create donor-facing materials, ensuring alignment with CMAP's messaging and mission.
- Track and report on development metrics to assess donor retention, acquisition, and engagement trends.

Qualifications:

- Fundraising and development experience in a nonprofit setting preferred.
- Strong interpersonal and communication skills; ability to build trust and maintain confidentiality; commitment to working in a collaborative team environment; willingness to engage prospective donors and "make an ask" for financial support.
- Flexible schedule and the ability to represent CMAP at on and off site events and donor meetings that occasionally include evening and weekend hours.
- Bachelor's Degree or equivalent experience.

Compensation:

- Salary range of \$45,000 to \$48,000 plus benefits.

To apply, please submit a resume and cover letter outlining your interest in this position to Drew A. Dyson, CEO - ddyson@cmaprinceton.org