



Great Swamp Watershed Association

P.O. Box 300 • New Vernon, NJ 07976

(973) 538-3500 • [www.GreatSwamp.org](http://www.GreatSwamp.org)

*JOB DESCRIPTION*

**Manager, Corporate and Foundation Relations**  
*(Part Time)*

*Posted: November 13, 2014*

**GREAT SWAMP WATERSHED ASSOCIATION**  
*New Vernon, NJ*

Board of Trustees

David Budd  
Michael Dee, *Chairman*  
Phyllis Fast  
Mary Horn  
Jane Kendall  
John Neale  
Lois Olmstead  
Tony Rogers, *Treasurer*  
Jack Schrier  
Lisa Stevens  
Dorothea Stillinger  
Nadine Vitro

Advisory Council

Kathy Abbott  
Chris Allyn  
Debra Apruzzese  
Astri Baillie  
Marshall Bartlett  
Jim Bellis  
Len Berkowitz  
Cathie Coultas  
Brenda Curnin  
Susan Deeks  
Pam Harding  
Wade Kirby  
Gerald Scully  
Alden Siegel  
Julia Somers  
Frank Stillinger  
Benjamin Wolkowitz

Executive Director

Sally S. Rubin

GSWA is a member supported non-profit environmental organization founded in 1981 to protect and improve water resources in the 36,000 acres of the Great Swamp watershed region located in Somerset and Morris counties. GSWA works with residents, environmental and community organizations to achieve its mission through water quality monitoring, education and outreach, land use advocacy efforts, and stewardship.

We seek a resourceful and creative individual to play an integral part in our organization as we work to protect and preserve the waters and land of the Great Swamp watershed region. This individual will assume lead responsibility for foundation and corporate relations, including creating, developing and writing proposals. The individual will be a key member of the development team, and will work closely with the Development Director, the Executive Director and the program staff.

**PRIMARY JOB RESPONSIBILITIES**

- Responsible for meeting foundation and corporate fundraising goals.
- Work with Executive Director, Development Director and program staff to create proposals that are lively, exciting, very well-written and highly fundable.

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*Primary Job Responsibilities continued...*

- Conduct research on foundation and corporate prospects with a goal of expanding our base of funders.
- Find ways to increase corporate engagement with GSWA and its goals.

### **ADDITIONAL JOB RESPONSIBILITIES**

- Participate in Development Department planning and objectives.
- Participate in the annual fundraising Gala, both as lead corporate solicitor and as needed on other aspects of the event.
- Participate, design and execute initiatives and programs including site visits, donor research and relations.

### **REQUIREMENTS**

- Demonstrable writing skills of the highest order. We will ask for writing samples and will ask applicants to complete a short writing assignment.
- An ability to work on writing projects collaboratively, favoring a desire for the best possible product over personal pride of authorship
- Commitment to the environment, familiarity with environmental issues, and/or familiarity and affection for the Great Swamp Watershed Association or the Great Swamp National Wildlife Refuge.
- Exceptional interpersonal and communication skills, written and oral, and an ability to work professionally and cooperatively with a wide range of individuals including board members and volunteers.
- Strong computer skills: including MS Office, especially Microsoft Word and Excel; ability to manage simple spreadsheets.
- Excellent presentation skills and an ability to articulate the mission.
- Flexibility in schedule; attend night board meetings and weekend events

### **DESIRABLE**

- At least 3-5 years of non-profit fundraising experience.
- A college degree.
- Experience with fundraising database software (e.g. Donor Perfect or Raiser's Edge)

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## **WORKING CONDITIONS**

- Morristown/New Vernon area
- Flexible work hours possible, given some weekend and evening responsibilities. Ideal basic schedule is 4 hours a day, 5 days a week.
- Occasional walk/hike in Great Swamp National Wildlife Refuge or Conservation Management Area for special events.
- Some corporate/foundation visits are possible.

Explore our website at [www.greatswamp.org](http://www.greatswamp.org) to see if what we do matches your personal and professional goals. We offer competitive non-profit salaries commensurate with experience.

**TO APPLY:** Email your resume (as an MS Word attachment) with a cover letter telling us why you qualify for this position, and a writing sample. Please include your salary history and expectations to—  
[srubin@greatswamp.org](mailto:srubin@greatswamp.org).

***The Great Swamp Watershed Association  
is an equal opportunity employer.***