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# UNITED WAY OF NORTHERN NEW JERSEY

## Advancement Officer

### Organization overview:

[United Way of Northern New Jersey](#) is seeking an Advancement Officer to support its work to achieve [racial and economic equity](#) for those individuals and families struggling to make ends meet, including [ALICE®](#) (Asset Limited, Income Constrained, Employed) and those in poverty.

### Diversity Statement:

[United Way of Northern New Jersey](#) celebrates diversity and believes it makes us stronger. We are committed to creating an inclusive environment where everyone feels valued, respected, and empowered. We actively encourage applications from individuals of all backgrounds, including underrepresented groups. Our goal is to foster a workplace that reflects the rich tapestry of human experiences, perspectives, and talents. Join us as we build a diverse and vibrant team!

United Way of Northern New Jersey is one of 1,800 United Ways around the world. Each United Way is an independent entity that serves a specific community. This United Way is unlike any other in the country, running both a national research organization called [United For ALICE](#) as well as serving community needs across a five-county region including Morris, Somerset, Suburban Essex, Sussex, and Warren counties.

The funds raised by this United Way are invested in unbiased data insights, innovative solutions, and on-the-ground impact to address financial hardship, improving life for ALICE and all.

### Department: Equity & Innovation

### Reports to: Chief Equity & Innovations Officer

### Broad Function/Purpose:

The Advancement Officer plays a key role in sustaining the financial health and growth of the organization through effective resource mobilization and relationship-building with key stakeholders. They must be strategic thinkers, adept at networking and relationship-building, and have strong communication skills to represent the organization effectively in external settings.

The Advancement Officer is responsible for sustaining and expanding programs/assets to support the organization's mission and strategic goals. This includes developing and implementing strategies to raise money from impact investors and other external stakeholders, while also innovating and overseeing long term stability of strategic projects. They are also part of the team that leads the national ALICE movement focused on changing the narrative and tools we use to measure financial hardship in our country. They must possess an obvious drive for the mission of ALICE (Asset, Limited, Income, Constrained, Employed).



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This job is intended to provide a summary of the broad functional and primary responsibilities of the position. It is not all inclusive. It is subject to change including new responsibilities, removal of responsibilities, changes in reporting relationship, and other revision at management's sole discretion at any time.



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## Primary Responsibilities:

- Recommending innovative solutions for long term goals of key initiatives
- Raising money from new and unique sources
- Cultivating relationships with high profile partners
- Managing Grant stewardship activities
- Identifying and pursuing grant opportunities
- Collaborating with business development and program teams to develop product plans
- Participating in strategic planning and decision-making processes
- Representing the organization externally at events, meetings, and conferences
- Managing a portfolio of clients
- Adhere to financial departmental goals
- Management of key staff within the department
- Oversight of Team Budget
- An understanding of cross-functional team dynamics along with the ability to facilitate effective interactions by working collaboratively with representatives from different departments.

## Requirements:

- Ability to raise money and form partnerships
- Bachelor's degree preferred of at least 5 yrs experience in sales or non profit fundraising
- Excellent organizational and time management skills
- Strong communication and interpersonal abilities
- Proficiency in office software (Microsoft Office, Google Workspace, etc.)
- Experience with Raiser's edge or similar CRM
- Passion for ALICE and the mission of United Way of Northern NJ
- Reliable transportation to and from work as some travel may be required
- Familiar with various social media platforms to help advance business goals and target audience

## Job Type:

- Full time: 35 hours per week

## Compensation:

- \$80k-\$90k annual salary
- Benefits: Health, Vision, Dental, 401k, Paid Holidays and Paid Time Off (PTO)

## Work Environment:

- This job function uses standard office equipment, such as computers, phones, printer, and photocopiers
- Hybrid: Primarily remote, some office meetings with staff, board volunteers, vendors, and donors



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**Submit résumé and cover letter to:**

Email cover letter and resume to [Theresa.Leamy@UnitedWayNNJ.org](mailto:Theresa.Leamy@UnitedWayNNJ.org)

**Equal Opportunity Policy:**

United Way of Northern New Jersey provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.



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