



Development Coordinator

Location: Fairfield, NJ

Reports To: Chief Development Officer and Associate Director of Development

Salary Range: \$65,000- \$75,000 annually

Status: Full-time, Exempt

About NJY Camps:

NJY Camps (NJY) is one of North America's premier Jewish summer camp organizations. Comprised of five overnight summer camps, NJY serves children of all ages, backgrounds, and abilities. NJY's mission focuses on supporting the growth and development of every individual member of its community so that they can learn new skills, develop greater self-confidence, and foster a strong Jewish identity. Having recently celebrated its centennial anniversary, NJY is reimagining its next 100 years. NJY Camps serves more than 5000 campers and participants through its various overnight camps and retreat center program, hires more than 800 summer staff, and operates across 2000 acres of land. For more information, please visit our [website](#).

About the Position:

NJY Camps is seeking a highly motivated, detail-oriented Development Coordinator to support and grow our fundraising efforts with a primary focus on grant writing and administration, donor database management, and project coordination. This role will be integral to securing and stewarding both private and public sector support while enhancing the efficiency and impact of our development operations. This is an excellent opportunity for a professional with experience in nonprofit development, especially someone who thrives at the intersection of strategy, writing, and systems.

Key Responsibilities:

Grant Writing & Administration (50%)

- Research and identify funding opportunities from foundations, corporations, and government entities.
- Write compelling grant proposals, LOIs, reports, and supplementary materials tailored to each funder.
- Maintain a comprehensive grant calendar to track deadlines, submission timelines, and reporting requirements.
- Collaborate with program staff to understand the needs of the agency and collect relevant data, narratives, and financials for applications.
- Ensure grant compliance and manage post-award processes, including reporting and impact documentation.

Database & Development Operations (25%)

- Oversee and manage donor records using CRM/database (e.g., Salesforce, Raiser's Edge, or similar).
- Maintain clean, accurate, and up-to-date donor information and giving history.
- Generate regular reports, dashboards, and development metrics to support strategy and decision-making.
- Ensure gift acknowledgments and stewardship communications are timely and accurate.

Project Coordination & Support (25%)

- Coordinate cross-departmental communication related to funded projects and proposals. Support execution of development events, campaigns, and donor communications.
- Assist in preparing briefing documents, presentations, and materials for meetings with funders and partners.
- Contribute to special initiatives and perform other duties as assigned by the Chief Development Officer.

Qualifications:

- 2-4 years of experience in nonprofit development, grant writing, or related field.
- Experience with securing and managing grants from public and/or private sources.
- Strong writing, editing, and storytelling skills with attention to detail and tone.
- Experience with fundraising CRM systems; comfort working with data and spreadsheets.
- A self-starter and go-getter with excellent initiative.
- Strong time-management capabilities and the ability to stay on top of multiple priorities.
- Comfortable working in an adaptive and ever-changing work environment.
- Exceptional organizational skills, able to manage multiple priorities and meet deadlines.
- Self-starter with a collaborative spirit and a proactive, solutions-oriented mindset.
- Passion for youth development, Jewish communal life, or camp environments a plus.

Salary and Benefits:

- Salary Range: \$65,000-75,000 commensurate with experience annually
- Health and dental insurance plan
- Full summer camp tuition included for any eligible camp-aged children (approximate value of \$12,500 per child)
- Monthly car stipend
- Company cell phone plan
- 4% employer 401K match after 6 months
- Flexible hours and hybrid office environment
- Discretionary Time Off policy (DTO)
- Significant investment in professional development

To Apply: Please send a resume and cover letter to jobs@njycamps.org with subject: Development Coordinator, NJY Camps. Receipt of all submissions will be acknowledged within two business days.

NJY Camps provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity, disability, or any other characteristic protected by law. NJY Camps encourages individuals from underrepresented groups to apply. In order to increase equity in hiring, NJY Camps prefers not to receive informal referrals from individuals with personal connections to NJY Camps and cannot factor such referrals into the selection of candidates for interviews.

This job description is intended to convey information essential to understand the scope of the position. It is not intended to be an exhaustive list of skills, efforts, duties, or responsibilities associated with the position.