

DEVELOPMENT AND VOLUNTEER COORDINATOR

Job title – Development & Volunteer Coordinator

Location: As per the need of the service; generally work is performed at the Foundation office and at event venues.

Eligibility requirements: Valid NJ Driver's license

Required degrees, skills, or experience: Donor data base experience required

Education: Bachelor's degree in relevant area of study.

Job Summary: The Arc of Somerset County is seeking qualified applicants for the Development and Volunteer Coordinator position. This position works with The Arc Foundation and its Director to support the fundraising, marketing, public relations and donor cultivation efforts. Duties include recruiting and coordinating the volunteer program, maintain the donor data base, providing support for fundraising and other special events and updating agency website and social media platforms.

clients' nutritional needs are met according to prescribed diet; assisting with feeding as necessary

Salary: As per Agency salary guide.

Benefits :

- Medical, Dental, Prescription and Vision Insurance for **employee and family**
- Life and AD&D Insurance(**Employer Paid**)
- Long term Disability (**Employer Paid**)
- 401k (**Both Full and part time employee**)
- Short term Disability
- FSA
- Tuition reimbursement program
- Paid Trainings
- Generous Paid Vacation and Holidays

Category of Employment/ Status: Support Staff

Category of Employment/Classification: Full-time//Non-exempt

Department: Foundation

Send your resume at jobs@thearcofsomerset.org

In-house applicants should direct letter of intent or resume to monimlaj@thearcofsomerset.org

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