



Communications and Development Manager

Location: Hybrid (1–2 days per week in the Princeton, NJ office)

Position Type: Full-Time, Exempt

Salary: Starting at \$65,000, commensurate with experience and qualifications

About Conserve Wildlife Foundation

The Conserve Wildlife Foundation of New Jersey (CWF) is a statewide nonprofit dedicated to protecting New Jersey's endangered, threatened, and other at-risk wildlife through science, habitat restoration, education, and public engagement for more than twenty-five years.

Working in partnership with state and federal agencies, schools, conservation organizations, corporations, foundations, and hundreds of volunteers, CWF leads innovative conservation programs that protect imperiled wildlife and the habitats they depend on. From monitoring bald eagles, ospreys, beach-nesting birds, and bats, to surveying rare turtles and other imperiled wildlife, restoring critical habitat, and inspiring the next generation of conservationists through statewide education programs, our work makes a lasting impact on New Jersey's natural heritage.

At CWF, collaboration, innovation, and a shared commitment to wildlife conservation are at the heart of everything we do. We are a small, dedicated team where every employee plays an important role in advancing our mission.

We seek a creative, mission-driven team member who can make a direct and meaningful contribution to wildlife conservation.

Position Overview

The Communications and Development Manager is a key member of the Conserve Wildlife Foundation team, partnering closely with the Executive Director and program staff to advance the Foundation's mission through strategic communications, fundraising support, and organizational operations.

This is a hands-on position that combines strategic planning with day-to-day operational responsibilities, requiring someone who is comfortable moving between high-level planning and the practical tasks that keep the organization running efficiently.

The ideal candidate is an exceptional writer and communicator who is highly organized, proactive, and able to independently manage multiple projects from concept to completion. A genuine commitment to protecting New Jersey's rare and at-risk wildlife is essential.

Primary Responsibilities

Communications & Public Engagement (55%)

- Develop and maintain an annual communications calendar, coordinating content and deliverables from across the organization for donors, volunteers, partners, and the public.
- Lead the Foundation's communications across print and digital platforms, including newsletters, blogs, press releases, annual reports, fundraising appeals, website content, and social media.
- Ensure content is timely, engaging, accurate, and consistent with the Foundation's brand and mission.
- Work collaboratively with staff to communicate conservation successes, research findings, events, and organizational impact.

Development & Donor Support (30%)

- Support fundraising campaigns, donor stewardship, and development initiatives through strategic communications and donor outreach.
- Maintain accurate donor and constituent records, process gifts and acknowledgments, and provide administrative support for development activities.
- Support the planning and execution of three to four special events annually, ranging from the Foundation's signature Women & Wildlife Awards celebration to smaller cultivation events, including house parties, wildlife field outings, and art and photography exhibits.

Executive & Organizational Support (15%)

- Provide administrative and project support to the Executive Director, including preparing reports, presentations, and meeting materials.
- Perform other duties as assigned in support of the Foundation's mission.

Required Qualifications

- Outstanding writing, editing, and verbal communication skills.
- Experience in creating and managing organizational communications.
- Bachelor's degree or equivalent professional experience in a related field.
- Two or more years of relevant professional experience.
- Excellent organizational, project management, and interpersonal skills.
- Ability to work independently, manage multiple priorities, and exercise sound judgment.
- Proficiency with Microsoft Office or Google Workspace and the ability to learn CRM and digital communication platforms.

Preferred Qualifications

- Experience working in a nonprofit organization.
- Experience with WordPress (or a similar content management system), email marketing platforms (such as Mailchimp or Constant Contact), Canva or Adobe Creative Suite, and managing LinkedIn and other social media platforms using social media management tools.
- Experience supporting fundraising, donor stewardship, or grant activities.
- Experience coordinating special events.
- Familiarity with CRM databases.

Work Schedule & Benefits

- Full-time, exempt position with a hybrid schedule requiring 1–2 days per week in the Princeton office.
- Occasional evening and weekend work, and travel within New Jersey for meetings, events, and programs.
- Comprehensive benefits package including health insurance, employer-matched 401(k), paid vacation, holidays, sick leave, and professional development opportunities.

Why Join Conserve Wildlife Foundation?

At Conserve Wildlife Foundation, you'll have the opportunity to make a tangible difference for New Jersey's rare and at-risk wildlife while working alongside dedicated conservation professionals. This position offers exceptional variety, meaningful responsibility, and the opportunity to develop skills across communications, fundraising, education, and nonprofit operations while helping advance one of New Jersey's leading wildlife conservation organizations.

If you're looking for a career where your ideas matter and your work has a measurable impact, we encourage you to apply.

How to Apply

Please submit your resume and cover letter to liz.silvernail@conservewildlifenj.org. Applications will be reviewed on a rolling basis until the position is filled.