

Management

Residential Assistant Manager : Min. Requirements: High school diploma or equivalent and at least 2 years experience working with adults with developmental disabilities. Some college and supervisory experience preferred. At least 18 years of age and must have a valid NJ Driver's License.

Description: Supervising a residential program by role modeling, encouraging and motivating staff and people served. Assuming management role in the absence of the manager by monitoring the program's budget, assuring activities occur, staff scheduling/supervision and direct support are just a few of the responsibilities of the Assistant Manager. Insure the overall health and safety of consumers and strive to have consumers understand and exercise their rights to the fullest extent possible. Provide training to consumers in the development of independent living skills, including, but not limited to, instruction in social skills, meal preparation, money management, sexuality, and hygiene. Transport consumers as required. Assure completion of fiscal and other documentation responsibilities. Provide supervision and training and direct service staff in all areas of program responsibility.

	# hours	Pay Rate	Monday	Tuesday	Wednesday	Thursday	Friday
Absecon 103 Egg Harbor 105	40	\$25,000 annualized Exempt		To be determined according to program needs			

Annual Giving and Special Events Manager

Education/Experience: Bachelor's Degree in a related field, plus at least 3 years of experience in fundraising, preferably in annual giving. Must have strong experience and documented success in corporate and foundation relations, grant preparation, grant management/reporting, fundraising and volunteer management.

Other requirements:

- Excellent computer literacy
- Experience with fund raising computer software, preferably Gift Works
- Proactive and creative problem solver
- Well organized and detail oriented
- Valid New Jersey drivers license.

Essential Functions: Raising permanently restricted, temporarily restricted and unrestricted annual gifts via annual appeals, mission partner program, giving clubs, online giving, corporate matching gifts, grants and tributes/memorial gifts.

Salary negotiable