EMPLOYMENT OPPORTUNITY: DEVELOPMENT COORDINATOR

Job Summary: Sharsheret, a national breast and ovarian cancer organization seeks a full-time, entry level, Development Coordinator. Reporting to the Senior Development Associate, the Development Coordinator will assist in the development and growth of Sharsheret's robust corporate giving and fundraising initiatives.

Qualifications:
- Bachelor’s Degree
- 1-2 years’ experience in non-profit fundraising
- Strong interest in advancing in a career in fundraising
- Exceptional organizational, communication, and writing skills
- Ability to multitask, work well with a team, and meet deadlines
- Availability to travel, when safe, and work evenings occasionally
- Passion for the Jewish community and cancer awareness

Responsibilities:
- Assist the Senior Development Associate in liaising and cultivating relationships among 50+ pharmaceutical/laboratory representatives by scheduling meetings, drafting proposals and reports, and maintaining records in the database
- Conduct research to identify new prospective pharmaceutical, laboratory, and corporate partners
- Coordinate cross departmental meetings
- Develop and implement a tracking system for programs funded by corporate gifts
- When national travel resumes safely, travel twice annually to national cancer conferences with other Sharsheret staff members
- Represent Sharsheret at local pharmaceutical events
- Assist with various fundraising projects as needed

TO APPLY:
Send resume and cover letter to resumes@sharsheret.org. Salary range $35-40k.

Sharsheret provides equal employment opportunities to all candidates regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, gender, sexual orientation, marital status, or age.

The Jewish Breast & Ovarian Cancer Community 866.474.2774 | www.sharsheret.org | info@sharsheret.org
Regional Offices: California • Florida • Illinois • New Jersey • New York