



SHARSHERET®

EMPLOYMENT OPPORTUNITY

TITLE: Development Associate

REPORTS TO: Chief Development Officer

POSITION DESCRIPTION: Sharsheret, a fast-paced and growing national breast cancer and ovarian cancer organization, seeks a full-time Development Associate who will primarily focus on donor cultivation and solicitation. The successful candidate will be based in the NY/NJ area and will have a clear understanding of the Jewish and/or health care landscape.

RESPONSIBILITIES

- Work with colleagues and volunteers to cultivate and steward donors and volunteers
- Participate in planning and hosting fundraising events
- Research and identify prospective donors and develop engagement strategies
- Develop strategies to engage Sharsheret's donor base and prospective donors
- Conduct face-to-face and/or virtual solicitations, and acknowledge donors
- Represent Sharsheret at events and engagement opportunities
- Track and report development progress with various data and metrics
- Assist Senior team in meeting with and managing major donors

QUALIFICATIONS

- 2+ years' experience in a development role
- Passion for issues related to cancer and the Jewish community, and for building relationships with and connecting donors to philanthropic causes
- Proficiency with donor databases and prospect research
- Exceptional interpersonal, writing, communication, and organizational skills
- Ability to manage multiple projects simultaneously and work in a very fast-paced environment
- Available to occasionally work evenings, as needed
- Proficient in Microsoft Office

TO APPLY:

Send resume and cover letter to resumes@sharsheret.org. No telephone calls please. Extensive benefits package and salary (\$50,000 - \$60,000) commensurate with experience.

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, 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