DEVELOPMENT ASSOCIATE

Sharsheret, a fast-paced and growing national breast and ovarian cancer organization, seeks a full-time Development Associate in our Teaneck, NJ office with a focus on building institutional corporate relationships. The successful candidate will have a clear understanding of the Jewish and/or health care landscape. This position is hybrid with 2 days a week in the NJ office.

RESPONSIBILITIES

- Support management of portfolio of 50+ pharmaceutical/laboratory representatives
- Research and identify new pharmaceutical/laboratory fundraising opportunities
- Cultivate, solicit and steward gifts through pharma rep meetings and grant and proposal writing and reporting
- Coordinate meetings with pharmaceutical companies
- Liaise with Sharsheret’s clinical and outreach teams
- Utilize donor database tracking system for donor activity and generate reports as needed from Donor Perfect and Givecloud
- Represent Sharsheret at conferences and events, as needed
- Travel to 2 national cancer conferences
- Support the Senior Development Associate and daily functions of the development team, as needed

QUALIFICATIONS

- 1-2 years experience working in a Jewish, healthcare, fundraising or non-profit setting
- Passion for issues related to cancer and the Jewish community
- 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 and travel to approximately 2 out of state conferences, as needed
- Proficient in Microsoft Office, especially Excel and PowerPoint

TO APPLY

Send resume and cover letter to resumes@sharsheret.org. No telephone calls please. Salary ($55,000-$65,000) and benefits 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.