

JOB POSTING Development Assistant

General Summary:

Provides assistance within the development department with guidance from the Senior Development Director to help achieve fundraising and overall organizational goals. Performs a variety of duties in support of the development department.

Essential Job Functions:

- Assists in the planning and all details of Memory Walk activities including, but not limited to, the following:
 - year-round recruitment of individual, organization and corporate teams;
 - help with an annual Memory Walk presentation plan, targeting regional top employers and key constituencies;
 - coordination of regional Forget-Me-Not fundraising campaign to complement all Memory Walk activities;
 - attendance at health fairs, festivals, and other specially-targeted regional community events to promote Memory Walk;
 - maintenance and timely updating of Memory Walk Blackbaud website; generation of reports as needed and/or requested; tracking and monitoring of participant data.
- Distributes news alerts, media advisories, press releases and other public relations/communications vehicles as directed;
- Assists in the planning and implementation of the agency's other fundraising events, including but not limited to, the annual gala and golf raffle;
- Assists with all Memory Garden events and activities.

Non-Essential Job Functions:

- All other duties as assigned by supervisor.

Minimum Qualifications:

- Associate's Degree preferred or equivalent education and experience
- Minimum 2 years general office and/or non-profit experience preferred
- Empathy towards family caregivers and persons with dementia
- Excellent listening, verbal and written skills
- Outstanding interpersonal skills and organizational skills
- Must be proficient in all aspects of Microsoft Office
- Ability to work both independently and as a team member
- Valid NYS Driver's License and car necessary

Accountability: Reports to Senior Development Director

Status: Full time non-exempt position

The Alzheimer's Association is an Equal Opportunity Employer and does not lawfully discriminate on the basis of religion, sex, age, national origin, race, color, marital status or disability. This commitment to equal opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, training, compensations and benefits. Employees are responsible for abiding by the Agency's commitment to equal opportunity in their personal conduct and also are responsible for addressing any conduct by Agency personnel which deviates from this commitment.

DEADLINE: OCTOBER 16, 2009

RESUME AND LETTER TO: ROCHLI@ALZ.ORG