**Development Assistant-Temporary Position (available immediately)**

NewYork-Presbyterian Hudson Valley Hospital has a full time temporary position available with the Foundation and Development team. This position is available immediately and will continue through December 2017.

The Development Assistant has a significant role and as a member of the team. You will collaborate with all aspects of fundraising, event planning and executing , and the fall appeal. Responsible for the administration of the Raiser’s Edge/Blackbaud database including ensuring data accuracy, development of donor and financial reports and overseeing gift processing. The Development Assistant plays an integral role within the Foundation through collaboration and teamwork.

**Primary Responsibilities Include:**

* Event coordination and participation.
* Maintain donor records for all contributions, including and not limited to the events and appeals.
* Provide oversight and ensure accuracy of donor information. Perform database maintenance for system.
* Generate reports from RE and work with the Finance Department to ensure accuracy.
* Provide oversight and support of the direct Mail Program.
* Oversee and support the relationships management program including invoices, acknowledgments and grateful patients and donor recognition initiatives.
* Act as a technical contact and resource with Blackbaud.

**Required Criteria:**

* Minimum of two years of development work experience.
* Proficiency with Raisers’ Edge/Blackbaud
* Knowledge of fundraising principles and practices
* Excellent organizational skills with an ability to plan, coordinate, prioritize and manage multiple tasks.

**Educational:**

* Bachelors Degree in relevant field.

NewYork-Presbyterian/Hudson Valley Hospital is the newest member of the NewYork-Presbyterian Regional Hospital Network. You will enjoy opportunities for growth, competitive compensation, along with an excellent benefit package, tuition assistance, retirement contribution and other benefits.

Join us today, by sending your resume to <http://hvhc.applicantstack.com/x/detail/a2dmkl2iwe3d> for consideration