



*Wartburg in Westchester, NY, offers integrated, comprehensive senior care services. Unlike conventional retirement communities, we provide a wide range of services to both residents and people in their own homes. From independent, assisted living and award-winning nursing home care to rehabilitation, home care and adult day care services, and caregiver support. Perhaps that's why **U.S. News & World Report** has named Wartburg one of the "Best Nursing Homes in New York State". At Wartburg, our vision is of healing and hope upheld through care that touches on physical, emotional, mental and spiritual health and it has been for nearly 150 years. Founded in 1865 and caring for older loved ones since 1898, we believe that everyone we serve is family. That includes our residents, their families, staff and volunteers. And because we're a not-for-profit, we can reinvest in our commitment to serving others, rather than pay dividends to shareholders. As needs change, we have more resources to dedicate to expansions, staffing and advances in care: In fact, we most recently opened a new affordable senior housing complex as well as a state-of-the-art rehabilitation center. We believe that Wartburg enables seniors to live life to their fullest through excellence in healthcare and housing, which nurture body, mind, and spirit, Therefore, we believe that Wartburg will become a national model for excellence in integrated senior healthcare and housing.*

Associate for Institutional Advancement and Volunteerism -Department of Institutional Advancement

The qualified applicant will be one who can provide in house communication with Wartburg staff and residents as needed. Manage an office which includes administrative duties, scheduling events, on-campus off-campus, vendors, office supplies, orders as needed, some clerical budget management. Must have excellent command of Microsoft suite of applications and must be proficient in the management of Raiser's Edge Database, which will be a principal responsibility of this position. Donor records ensuring current and accurate data, oversee and manage data entry, upkeep and reporting as well as donor acknowledgements, gift intakes and pledge tracking. The position will also support the development and marketing functions of the department and under the direction of the VP of Institutional Advancement, will Design, plan and direct volunteer program to augment the services of staff and to enrich Wartburg clients.

The successful candidate would be one with a bachelor's degree or equivalent experience.

Highly proficient in the use of Raiser's Edge. Must be flexible and willing to take on new tasks regularly. Quality customer service skills with excellent administrative office skills with an aptitude to learn new computer applications.

The position is full time, with a competitive salary and benefits and reports directly to the Vice President of Institutional Advancement.

Salary Range: \$55,000-\$60,000

Interested applicants should forward their inquiry to: www.hrres@wartburg.org

Wartburg is an equal opportunity employer seeking dedicated, diverse, and caring individuals to contribute to our commitment of a standard of excellence and exceptional care. We pledge to expand our boards by the recruitment and retention of a racially and culturally diverse staff. Every employment opportunity is

viewed as a chance to increase and expand on our vision in accordance with our goals. We offer an excellent salary and benefits package along with a beautiful 36-acre campus. Please visit our website at www.hrres@wartburg.org