



FAMILIAL DYSAUTONOMIA FOUNDATION, INC

315 West 39th Street, Suite 701, New York, NY 10018
Tel: 212-279-1066 • Fax: 212-279-2066
www.familialdysautonomia.org • info@familialdysautonomia.org

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Tufts University School of Medicine

Manager, Fundraising and Communications

Dysautonomia Foundation, a small not-for-profit located in mid-town Manhattan, supporting medical care and scientific research for those affected by a rare Jewish genetic disorder, seeks a bright, compassionate and dynamic individual to oversee fundraising, special event planning, communications and other foundation activities.

Qualifications

3-5 years fundraising or related experience
Proficient in Microsoft Office suite (especially Excel), Adobe, Canva, etc.
CRM and fundraising software experience required
Computer, technology and social media savvy
Highly organized and detail-oriented worker
Experience planning and executing fundraising events
Capable of working on multiple projects simultaneously, and prioritizing as needed
Superior writing skills
Ability to work with budgets and other financials
Comfortable working in a small office environment
Available to work some evenings and weekends for meetings and events
Ability to lift up to 25 pounds

Responsibilities

Manage all details related to special events and fundraising initiatives including:

- Develop and prepare printed and digital materials
- Manage Foundation website and social media platforms
- Support P2P fundraising events and activities
- Create and manipulate lists
- Prepare and send mailings (paper and electronic)
- Solicit donations (in-kind and other)
- Interface with vendors
- Maintain financial reports in real time
- Oversee day-of-event logistics
- Prepare post-event follow up and acknowledgements

Oversee Foundation Budgeting and Financials



a 501(c)3 non-profit organization supporting medical research and treatment for

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- Manage mail and online donations process
- Supervise data input to donor database
- Manage bill paying process
- Liaison with bookkeeper to reconcile monthly financial reports
- Provide support for annual audit process

Other

- Develop and manage programming and events for community members
- Attend and provide support for monthly board meetings
- Supervise staff, volunteers and interns as needed

Salary Range: \$55K to \$65K

To apply: please send resume, cover letter and writing sample to:

letkind@familialdysautonomia.org

9/27/2021



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