



315 West 39th Street, Suite 701, New York, NY 10018
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www.familialdysautonomia.org • info@familialdysautonomia.org

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Manager, Development and Foundation Operations

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, dynamic individual to oversee fundraising activities, special events and office operations.

Qualifications

3-5 years fundraising or related experience

Proficient in Microsoft Office suite (especially Excel), Adobe etc.

CRM and fundraising software experience required

Computer, technology and social media savvy

Ability to work with budgets and other financials

Highly organized and detail-oriented worker

Superior writing skills

Capable of working on multiple projects simultaneously, prioritizing as needed

Experience planning and executing fundraising events

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 Foundation 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



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

FAMILIAL DYSAUTONOMIA



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FOUNDATION, INC**

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Oversee Foundation Budgeting and Financials

- 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
- Develop grant proposals as time allows

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

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

letkind@familialdysautonomia.org

9/2/2021



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