



EB RESEARCH
PARTNERSHIP

Position: Development Associate
Type: Full Time
Reports to: Executive Director
Position Available: Immediate
Position Location: New York, NY

Background:

EB Research Partnership (EBRP) is a national leader among nonprofits focused on rare diseases. It is the largest nonprofit in the world dedicated to funding research to treat and cure Epidermolysis Bullosa (EB), a group of devastating and life-threatening genetic skin disorders that affect children from birth. EBRP utilizes an innovative business model of venture philanthropy, taking concepts from venture capital investing and applying them towards achieving research goals.

Responsibilities:

Database Management

- Process, enter, and maintain gifts and donor records via Blackbaud, Crowdrise, OneCause, PayPal, Facebook, and other software applications
- Enter constituent data for all individuals and organizations, including address updates, constituent demographics, and relationship links
- Extract information and export data to other software applications
- Create and provide queries, reports, correspondence, and mailing lists from donor and prospect databases
- Create simple database manual for training for new hires and current employees
- Utilize cutting-edge analytics platform to drive fundraising efforts
- Make improvement suggestions for database design and utilization

Communications

- Collaborate on developing and managing content for website and social media accounts
- Monitor online discussions and questions through EBRP social media accounts
- Help prepare presentations and proofread materials
- Assist in the production of online and print publications

Events

- Support EBRP-led signature, annual special events
- Liaise with volunteer-led locally based events across the country
- Staff special events as needed

General Office Support

- Manage all incoming communications including monitoring info email accounts and answering phones
- Coordinate donor mailings and appeal letters
- Manage electronic and paper filing systems
- Support special projects as requested

Required Qualifications:

- A passion for EBRP's mission
- Bachelor's degree
- Responsible and dependable character
- Strong interpersonal skills with ability to work with a variety of constituencies
- Ability to handle multiple projects and work independently
- Cooperative attitude, willingness to learn, team approach
- Familiarity with Raiser's Edge or similar SRM
- Technical proficiency in web content management, Facebook, Instagram, Twitter, Hootsuite, Microsoft Office
- Skilled in writing and proofreading
- Excellent organizational and communication skills
- Some evening work at special events is required

Salary and Benefits

EBRP offers a competitive salary and benefits package.

To Apply

Submit a cover letter and resume to: search@ebresearch.org using "Last Name- Development Associate - Application" as the subject line.

EB Research Partnership is an Equal Opportunity Employer. We are committed to equal treatment of all employees without regard to race, national origin, religion, gender, age, sexual orientation, veteran status, physical or mental disability or other basis protected by law