



Development Assistant

STATUS: **FULL TIME** HOURS PER WEEK: **40**
FLSA STATUS: **EXEMPT** LOCATION: **New York**
REPORTS TO: **Chief Philanthropy Officer**

General Position Summary

The Development Assistant is a key part of the Development team and is responsible for supporting the Chief Philanthropy Officer and the Development group in all administrative functions. The position also works on events, solicitations, and other fundraising activities, and provides day-to-day support on the Development database.

Essential Responsibilities

The Development Assistant must be confident and assured with a positive outlook and be committed to working at a high level of quality with an ability to multi-task and to embrace change.

This position must believe in and be dedicated to the Foundation's mission and thrive as part of an energetic team. The Development Assistant must be able to speak clearly in person and on the phone, to listen carefully, and to be able to support her/his points of view on assigned tasks when there are questions.

The Development Assistant will:

- Process donations and prepare acknowledgement letters and other correspondence.
- Track and handle donor requests and communications.
- Maintain files as requested.
- Enter meeting information and other records in the Causeview database.
- Conduct research on prospective foundations and individuals.
- Coordinate elements of mailings and e-solicitations.
- Support the maintenance of Development pipelines and event timelines.
- Prepare materials for Board of Directors' distribution and facilitate communications with Board and special councils.
- Handle expense reports and other administrative tasks as necessary.
- Undertake special projects as assigned by Chief Philanthropy Officer.

Requirements

The Development Assistant will have a Bachelor's Degree and a minimum of 3 years of work experience; non-profit experience preferred. Additional requirements include:

- Experience in working with databases.
- Proficiency in Microsoft Word, Excel, and Powerpoint.
- Excellent verbal and written communications skills.
- Excellent organizational skills.
- Ability to handle multiple projects simultaneously.
- Tremendous attention to detail.
- Grace under pressure.
- A collaborative nature.
- Very strong work ethic.

Reporting Structure

Reports to: Chief Philanthropy Officer

About the David Lynch Foundation

The David Lynch Foundation, a 501(c)(3) organization, was established in 2005 to prevent and eradicate the all-pervasive epidemic of trauma and toxic stress through promoting widespread implementation of the evidence-based Transcendental Meditation (TM) technique for such at-risk populations as:

- Underserved inner-city students.
- Veterans with PTSD and their families.
- Women and children dealing with domestic abuse.
- Other at-risk populations.

The Position

This is a full-time, salaried position based in the New York City offices of the Foundation in midtown Manhattan. After an initial employment period, employees become eligible for the Foundation's comprehensive employee benefits package, including group health and dental plans, voluntary vision, life/AD&D and long-term disability insurance, flex plans for medical, dependent and commuting expenses and paid time off.

To Apply

Send resume, cover letter, and salary history and/or salary requirements to: careers@davidlynchfoundation.org. Only PDF or MSWord formats will be accepted.

The David Lynch Foundation is an Equal Employment Opportunity Employer. For more about the Foundation, visit: www.davidlynchfoundation.org