

Development Associate

The Lieber Institute for Brain Development is seeking a Development Associate to play a key role in the organization's fundraising efforts. The candidate will work closely with the Chief of External Relations and report to the Chief of Staff. The candidate is a resourceful, detail oriented, self-starter with exceptional organizational and written communication skills and the ability to multitask, meet deadlines and achieve results independently and as part of a team. The reward of this position is to help those with brain health issues, such as schizophrenia, bi-polar disorder and depression by funding research in a very tangible way.

Principal duties and responsibilities:

- Proactively identify and qualify new prospects and expand, organize and prioritize the donor prospect pool
- Manage prospect lists and coordinate prospect moves, track top prospects and communicate information related to donor interests, relationships, and other areas that inform fundraising strategies
- Prepare concise briefings for Executive Leadership for the purposes of donor cultivation and solicitation
- Assist in the development of promotional and business development materials
- Create organized, professional, persuasive presentations
- Develop a comprehensive understanding of the research and priorities of the Lieber Institute in order to represent those priorities internally and externally
- Organize and staff onsite and offsite meetings and events
- Manage meeting and travel calendars and provides general administrative support
- Support of Chief of External Relations, as needed.
- Support special projects

Required Qualifications and Competencies:

- Bachelor's degree with a minimum of 5 years of prospect research and fundraising experience
- Excellent writing, editing and communication skills
- Demonstrated ability to conduct comprehensive research and produce in-depth prospect analysis and profiles
- Solid judgment and the ability to both self-initiate and ask for guidance as needed
- Motivated, results oriented professional with excellent organizational skills
- Enthusiasm to work collaboratively across the organization
- Experience in a medical research or higher education environment is highly desirable
- Expert computer skills with spreadsheet and database management competencies. Knowledge of Microsoft Access a plus.
- Ability to travel 10% of time. Excellent interpersonal skills, a sense of humor, flexibility, and a strong work ethic

To Apply:

Interested applicants should submit their resume and cover letter to: jobs@libd.org with the subject line "Development Associate"

EEOC Statement:

The Lieber Institute for Brain Development is proudly an equal employment opportunity and equal professional advancement employer. Employment decisions at the Lieber Institute for Brain Development are based on merit, qualifications, and abilities. It is our policy that the Lieber Institute does not discriminate in employment opportunities on the basis of race, religion, color, sex, age, marital status, national origin or ancestry, citizenship, physical or mental disability, sexual preference/orientation or veteran status with regard to any position or employment for which the applicant or employee is qualified.