

## **Alliance for Aging Research Seeks a Development Coordinator**

The Alliance for Aging Research (Alliance) is the leading nonprofit organization dedicated to accelerating the pace of scientific discoveries and their application to vastly improve the universal human experience of aging and health. For more information about us, please visit, [www.agingresearch.org](http://www.agingresearch.org).

The Alliance seeks a detail-oriented and driven full-time Development Coordinator to work collaboratively with the Vice President of Development and other internal departments. The Development Coordinator will support the Alliance's overall fundraising efforts and will provide logistical support for the Alliance's programmatic events. The Development Coordinator will report directly to the Vice President of Development.

### **Responsibilities include, but are not limited to:**

#### *Development – 80%*

- Drafting development communications, including appeals, grant proposals, and website copy.
- Conducting prospect research for individual and corporate donors.
- Entering gifts and producing invoices, acknowledgments, and tax receipts.
- Producing donor reports, annual reports, and other collateral materials.
- Conducting monthly reconciliation of billable revenue with the Finance department.
- Entering data and managing donor information within Salesforce database.
- Troubleshooting and performing other related duties and special projects as assigned.

#### *Events – 20%*

- Overseeing logistics for programmatic events organized by the Alliance and other internal departments.
- Assisting the Development department with the execution of the annual *Heroes in Health* fundraiser.
- Managing the handling of all necessary meeting materials (such as signage, speaker PowerPoint presentations, name tags, handouts, etc.)
- Developing invitation lists, sending event communications, and managing registrations.
- Providing technical support for event facilitators, speakers, vendors, and attendees.
- Troubleshooting and performing other related duties and special projects as assigned.

### **Requirements and Qualifications:**

- Bachelor's degree or equivalent experience in development or related fields.
- Minimum of two to three years of fundraising experience; Familiarity with events management helpful.
- Excellent attention to detail, with strong oral and written communication and organizational skills.
- Self-motivated, service-oriented, enthusiastic, with the ability to prioritize, take initiative, and work independently or on a team with minimal supervision.
- Ability to apply successful fundraising techniques and development best practices.
- Proficient in Microsoft Office and fundraising software/reporting tools. Experience with Salesforce is a plus.
- Ability to respect and maintain confidences with donor and financial information.

- Good judgment and strong interpersonal skills.
- Commitment and ability to articulate the mission of the Alliance for Aging Research.
- Must be authorized to work in the United States.
- Applicants should live in the DMV area. This position reports to the DC office and determinations on days of attendance will be made once the organization deems it safe for employees to return to the office. Guidance on our return-to-work is subject to change.
- The Alliance requires all employees to show proof of being fully vaccinated against COVID-19 in accordance with [the most current CDC guidance](#). Reasonable accommodations will be considered for exemptions to this requirement in accordance with applicable law.

The Alliance for Aging Research offers excellent benefits, including employer-paid health/dental insurance, life insurance, long and short-term disability, flexible spending account, qualified transportation benefit, 401K retirement plan with matching, administrative leave, teleworking option (currently 100% remote until further notice), free gym access, monthly cell phone allowance, employee assistance program, annual bonus, fourteen (14) days of paid health and wellness leave, and four weeks of paid vacation. Salary \$60K.

The Alliance for Aging Research is an equal opportunity employer that strives to be a place where inclusion lives, individuals grow, and diverse talent is retained. The Alliance does not discriminate against any employee or applicant because of race, creed, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability, age, genetic information, veteran status, marital status, pregnancy or any other basis protected by law.

**To Apply:** Please email cover letter, resume, and at least one writing sample to [HR@agingresearch.org](mailto:HR@agingresearch.org) with subject line “Development Coordinator”. No faxes or phone calls please.

Principals only. Recruiters, please do not contact the job poster with unsolicited services or offers.

**Closing Date: Friday, February 18, 2022**