Hyacinth AIDS Foundation

**Title:** Development Associate  
**Location:** 317 George St. Suite 203, New Brunswick, NJ 08901  
**Job Type:** Full-Time (Entry Level)  
**Compensation Type:** Salary  
**Wage:** $32,000-36,000  
**Start Date:** ASAP

**Primary Responsibilities:**

- Maintain integrity of Development database including input/output of:
  - Gifts/donations
  - Donor information
  - Reports
  - Donor acknowledgement letters
  - Serve as primary contact with database vendor and other database vendors/consultants
- Under the direction of the Sr. Dir. of Development, manage the planning and production of Special Events, including the Annual Gala & Silent Auction and the New York AIDS Walk. May also become involved with Theater and/or other fundraising events and Annual Fund solicitations. Responsibilities include:
  - Mailings
  - Phone calls
  - Solicitations (Auction Items/In-Kind goods and services)
  - Reports
  - Volunteer coordination and communication
  - Event logistics and planning
- Produce Publications and other Development Materials
  - Gala Ad Journal
  - Newsletters and E-Newsletters via Constant Contact
  - Pledge Cards/Name Badges/Guest Lists/Etc.
- Process, explain and produce financial documents as necessary:
  - Check Log
  - Receivables
  - Income/expense reports
  - Purchase orders
  - Invoices
- Supervise program volunteers and student interns
- Assist the management of all social media platforms and e-newsletters
- Responsible for Development team related supply orders
- Provide general administrative back-up when needed
- Assist in the stewardship of donors at all levels
Qualifications:

- Bachelor’s degree
- Development office/ Fundraising Database experience preferred (Razor’s Edge a+)
- Excellent communication and math skills required
- Strong with all social media channels and crowd funding efforts
- Must have event planning experience

Application Instructions: Please send a resume and letter of interest to dbarnett@hyacinth.org. No calls please.

About the Organization: Our mission at Hyacinth is to help people live with HIV, slow the spread of the epidemic, and serve as a critical voice in the public debate surrounding AIDS in New Jersey.

Hyacinth was incorporated in 1985 in response to New Jersey’s AIDS epidemic. At the dawn of the epidemic, Hyacinth’s initial programs included a hotline, a buddy program, and support groups to help people with AIDS as they prepared to die, their caregivers as they tried to cope, and those left behind with their grief.

Today, we provide client services in 7 offices in 6 metropolitan areas of New Jersey, as well as several statewide services. It is our intent to make the next 30 years the last 30 years of the AIDS epidemic. Please join us in the fight to end the AIDS epidemic.