

If interested, please send your resume and a **cover letter** outlining why you feel the **Board and Development Assistant** role is the right opportunity for you to: [gabrielladisisto@friendsofkaren.org](mailto:gabrielladisisto@friendsofkaren.org)

Friends of Karen, a nonprofit with offices in North Salem (Westchester) and Melville (Long Island) has an exciting opportunity for a candidate with a strong administrative and fundraising background. The **Board and Development Assistant** role is an opportunity to work with our Board of Directors, our Executive Director, as well as our development professionals. At Friends of Karen, we are looking for the individual who values our mission of supporting NY metro-area families emotionally and financially while their child is in treatment for a life-threatening illness. We encourage our staff to show up as their whole self because we value diversity and inclusion and the opportunity it brings for new perspectives and experiences.

Our company culture is based on compassion, dedication, respect, integrity and impact and these values drive the way we treat each other, our families, and the community. Our goal to provide health equity for the ill children we serve is a major theme in what we do.

This position is full-time and will work in our North Salem headquarters, as well as offering the availability of remote work. The primary responsibilities of this role will include staff support for the Friends of Karen Board of Directors and the Executive Director, and collaboration with members of the Development Team, based in North Salem and Melville, to implement a full complement of fundraising and outreach activities. You will attend regular Board of Director's meetings (in person or on Zoom) as well as the annual Board of Director's retreat. In addition, you will support the work of the Executive Director as needed, particularly related to development responsibilities, including submission of proposals and special correspondence.

As a member of the development team, you will provide support at our special events, conduct donor research, perform outreach to the community and other related responsibilities.

What You Need to Be Successful:

- Commitment to Friends of Karen's mission, goals, and policies.
- Four years of administrative and/or development experience.
- Excellent organizational skills.
- Effective communicator.
- Strong writing skills is essential.
- Ability to set priorities, meet deadlines and work under pressure.
- Flexibility to work independently and as a team member.
- Creative self-starter, critical thinker, and problem solver.
- Proficiency in computer skills including Word, Excel, MS Office, and Power Point required. Raiser's Edge (NXT) or equivalent fundraising software a plus.

Friends of Karen offers its team competitive salaries and generous benefits, including 11 paid holidays. The salary range for this position is \$63,000 - \$65,000.