

MÉDECINS DU MONDE 世界医生组织 DOCTORS OF THE WORLD منظمة أطباء العالم LÄKARE I VÄRLDEN MEDICI DEL MONDO ΓΙΑΤΡΟΙ ΤΟΥ ΚΟΣΜΟΥ DOKTERS VAN DE WERELD MÉDICOS DO MUNDO MÉDICOS DEL MUNDO 世界の医療団 ÄRZTE DER WELT दुनिया के डॉक्टर MÉDECINS DU MONDE 世界医生组织 DOCTORS OF THE WORLD منظمة أطباء العالم LÄKARE I VÄRLDEN MEDICI DEL MONDO ΓΙΑΤΡΟΙ ΤΟΥ ΚΟΣΜΟΥ DOKTERS VAN DE WERELD MÉDICOS DO MUNDO MÉDICOS DEL MUNDO 世界の医療団 ÄRZTE DER WELT
Argentina | Belgium | Canada | France | Germany | Greece | Japan | Netherlands | Portugal | Spain | Sweden | Switzerland | UK | USA



October 24, 2019

**Job Opening:
Development Associate**

About Doctors of the World USA

Doctors of the World is the US chapter of the Médecins du Monde (Mdm) International Network, an international humanitarian organization that provides emergency and long-term medical care to vulnerable populations while fighting for equal access to healthcare worldwide. DotW is a small but fast-growing organization with increasing influence in the Mdm International Network, and plans to launch an international program in 2020-2021.

Doctors of the World values healthcare as a fundamental right and is committed to improving access to quality medical services for populations affected by poverty, disease, conflict, natural disasters or health disparities. DotW provides medical care under all circumstances, regardless of gender, race, ethnicity, religion, age or political beliefs. Standing up against discrimination, DotW bears witness to health inequity worldwide.

About the Position

Doctors of the World USA seeks a motivated, entrepreneurial, and creative individual to provide fundraising and donor communications support within a small, high-functioning team. The main focus of the position is the maintenance of the donor database (Salesforce) and all donor records; the timely and accurate delivery of services to donors including gift acknowledgment, renewals, and the development and dissemination of regular donor communications; maintenance of written and financial data content on the relevant portion of our website. The Development Associate reports directly to the Sr. Development Officer, while collaborating closely and effectively with colleagues and a variety of external actors.

This is an exciting opportunity to help shape a growing international organization, in a busy and fast-paced environment.

Working under the direction of the Sr. Development Officer, the Development Associate plays a key role in supporting organization fundraising efforts as well as performing general development support functions essential to Doctors of the Worlds success and growth.

Donor Support

- Input and ensure accuracy of donor data and gifts in Salesforce.
- Perform database maintenance functions to keep data and gift records clean and up to date.
- Manage relationship with Salesforce support; participate in periodic Salesforce training.
- Write and produce donor and gift reports
- Steward and expand individual contributions to DotW; support outside direct marketing and communications consultants.
- Maintain website donate page and ensure that content and related financial information is up to date.
- Monitor and maintain Stripe revenue channel, troubleshooting any technical issues
- Generate and mail/email donor acknowledgment letters and tax receipts in a timely manner.
- Provide logistical and other support for small cultivation events.

Institutional Fundraising (Private and Public donors)

- Provide proposal and grant management support to the Sr. Development Officer and US Grants Manager
- Support Sr. Development Officer and US Grants Manager in tracking grant reporting and other donor requirements, and scheduling meeting preparation, record keeping, and follow-up.
- Maintain accurate and up to date donor files in Google Drive (current and historical)
- Assist in the creation, dissemination and tracking of regular donor communications, including the development of collateral materials (one-pagers, brochures,
- Assist in the development and dissemination of donor communications and collateral materials.
- Assist in the maintenance and updating of the prospect research database.
- Other administrative duties as assigned/needed.

The ideal candidate should have the following experience and qualifications:

- A minimum of 2 years experience working in a social justice, health or community based organization environment; significant fundraising experience; proven success in building or expanding an individual giving program is preferred.
- Experience with Salesforce database maintenance is required.
- An understanding of 501(c)(3) nonprofit legal issues/structures.
- Excellent writing skills, and strong interpersonal and organizational communication skills.
- Demonstrable ability to work effectively and efficiently in a small team environment.
- Commitment to, and passion for the vision, mission, values and work of Doctors of the World.
- Experience as an effective communicator who is articulate and persuasive in both the spoken and written word; must be adept at crafting materials and making presentations to a variety of audiences.

This position is based in the New York City office

Salary is commensurate with experience and developed skills. Doctors of the World offers a competitive benefits package including medical and dental insurance, a 403(b) plan with employer contribution, flexible spending account, and generous paid time off policy.

To Apply:

Send cover letter, resume and salary requirements to jobs@doctorsoftheworld.org with “Development Associate” in the subject line. Visit our website, doctorsoftheworld.org. No phone calls, please. Doctors of the World is an Equal Opportunity Employer; women, people of color, disabled and LGBTQ people are strongly encouraged to apply.