



TRINITAS HEALTH FOUNDATION

Fundraising Assistant

Location: Trinitas Health Foundation - Elizabeth, New Jersey

Schedule: 37.5 hours per week

General Description:

The Trinitas Health Foundation – the fundraising arm of Trinitas Regional Medical Center – is seeking a fundraising assistant to provide capital campaign support needed to raise funds for the Emergency Room Renovation. This position will entail assisting the chief development officer and campaign consultant as well current staff by helping with clerical and administrative duties, as well as donor prospect research.

Typical Duties:

Include but are not limited to:

1. General office functions: filing, copying, coordinating mailings and general correspondence.
2. Inputting, updating and extracting information from the current database for mailings.
3. Assisting with all capital campaign needs including set up meetings, prepare personalized capital campaign materials and all aspects of the campaign asks.
4. Researching prospective donors.

Qualifications:

- Knowledge and Abilities:
 - a. Must possess a positive attitude, be resourceful, have a high energy level and be results, people and service-oriented.
 - b. Must be able to work on multiple projects simultaneously.
 - c. Must be detail-oriented and able to meet deadlines.
 - d. Bachelor's degree
- Skills required:
 - a. Personal computer skills with Microsoft Office, including Word, Excel and Outlook. Raiser's Edge (Blackbaud) Experience a plus.

INTERESTED? Please send letter of interest to Laura Ciraco at Lciraco@trinitas.org.