

ALZHEIMER'S NEW JERSEY

FULL AND PART-TIME OPPORTUNITIES

DEVELOPMENT SPECIALIST

Alzheimer's New Jersey is a non-profit organization dedicated to providing services to New Jersey individuals and families affected by Alzheimer's disease and other related dementias.

We are pleased to be expanding our professional staff team and are now **accepting applications for a Development Specialist to work in our headquarters office located in Roseland, New Jersey - will consider full and part-time applicants.**

As a Development Specialist, you will be responsible for varied duties that support all of our fundraising, development, and awareness activities. This will include participating in the planning and implementation for events and community and corporate outreach; recruiting and working with event volunteers; assisting with data and contact management; prospecting and soliciting donors.

The ideal candidate should have a minimum of a bachelor's degree in business, communications, PR, marketing, or related experience which can be considered in lieu of a 4-year degree; an ambitious spirit and desire to succeed, as well as a genuine passion to help others and forward our Mission.

The position requires candidates to have reliable personal transportation, and the ability to travel as needed to support community outreach, as well as some schedule flexibility to support some pre-planned evening and weekend activities.

We offer a wonderful work environment where staff share a passion for our mission and embrace diversity. We offer a competitive salary/benefits package and are an EOE. ***Please submit your resume along with a letter of introduction to:***

**Alzheimer's New Jersey
Attn: Human Resources
425 Eagle Rock Avenue, Suite 203
Roseland, New Jersey 07068
Fax: 973-586-5257
Email: hr@alznj.org**