



Job Description

Development Assistant

About Amyloidosis Research Consortium

The Amyloidosis Research Consortium (ARC) is a 501c(3) nonprofit organization founded in 2015, harnessing the power of collaboration and innovation to advance science and both improve and extend the lives of those with Amyloidosis. We are dedicated to transforming the way research is being done and focus on what will have the most significant impact on improving the lives of amyloidosis patients. We forge collaborations across industry, research, clinical care, and regulatory to advance the discovery of new treatments more rapidly. ARC empowers and supports patients by ensuring they have access to the best quality of care and information.

Amyloidosis is the term for a group of rare diseases in which an abnormal protein misfolds and deposits as amyloid in organs and tissues, causing damage and eventually organ failure. There are different types of Amyloidosis, and they vary from one another in their biochemical nature and natural history. Some are acquired, and others are inherited. In the United States, approximately 4,000 people develop Amyloidosis each year. It is currently recognized to be wildly underdiagnosed, and therefore that number is expected to rise significantly.

To learn more about ARC, visit <http://www.arci.org>.

About the Position

The Development Assistant will be part of a growing development team and will have primary responsibility for implementing a strategy to process, acknowledge and thank individuals, foundations and companies who give in support of ARC. This position will also be responsible for utilizing and maintaining Salesforce at ARC, and setting/triggering actions for stewardship and grant reporting across the Development and leadership team in accordance with schedule provided by the Director of Development. This person will also support and monitor various giving platforms and their maintenance; as well as donor screening tools (i.e., WealthEngine). Additionally, this position will be responsible for managing the execution of direct mail campaigns and providing event support as needed. Finally, this person will monitor grant tracking, actions/tasks and grant prospect research.



Will report to the (remote) Director of Development through TEAMS/ Zoom, as well as in a supportive role to other Development team members. This position will be expected to have regular time in the office but is flexible within the Boston/Newton area for remote work (dependent on skill sets and ability to work independently- subject to change based on the needs of the position).

ARC seeks an agile, organized, and self-motivated individual with superior Salesforce skills, organizational, verbal and communication skills, great attention to detail, and proven record in database management.

This is a full-time, exempt position and is an exciting opportunity to work in a fast-paced environment with a team that values a diversity of experience & background and a solid commitment to the rare disease community.

Key Responsibilities:

- Oversee monthly reporting, record keeping, and activities associated with gifts and donations.
- Oversee monthly maintenance and upkeep of Salesforce
- Monitor various giving sites to ensure compliance and continuity with Salesforce
- Oversee electronic delivery of materials including Newsletters, donor updates and program updates from ARC.
- Ensure and maintain a robust stewardship calendar with monthly audits
- Perform routine wealth screenings on donors
- Prospect research and corresponding reports for new opportunities as assigned
- Event support as assigned

Qualifications:

- Commitment to excellence and the mission of ARC.
- A Bachelor's degree with 1-3 years of Salesforce (or other donor database) experience as it relates to non-profit organizations
- Excellent project management skills, and attention to detail.
- A demonstrated ability to balance multiple priorities and meet deadlines, and a sense of ownership of the work and its outcomes.
- Experience with health-related organizations is a plus.



- Ability to work independently and as part of a small team in remote locations or onsite.
- Compassionate, flexible, collaborative work style; a sense of humor is a plus.
- Strong skills in Salesforce, MS Office, including Excel and Word, and ability to learn new software and systems (e.g., web-based tools).

How To Apply

Applications are reviewed on a rolling basis. To apply, please send a resume, cover letter, and detailed description of Salesforce knowledge and use to **Laura Duvelius**, Director of Operations, at lduvelius@arci.org. Emails without a cover letter and writing sample will NOT be considered.

Please ensure that your resume, cover letter, and Salesforce description are sent as Word or PDF documents with the titles “your name cover letter”, “your name CV”, and “your name Salesforce”. Please put “ARC Development Assistant” in the email subject line. Also please let us know where you saw the post advertised. Thank you!

Additional Information

Office Hours & Requirement

This position is full-time, exempt. 40 hours per week, Monday – Friday 9-5 pm ET; opportunity to flex workday schedule to meet employee needs.

ARC will require that all employees are vaccinated with exceptions for medical and religious accommodations. ARC may require proof of vaccination. This role requires a physical presence at our Newton office on a regular basis (3 times/week visits or daily visit when it’s fundraising season) in order to fulfill the responsibilities of checking mail donations, processing and data-entering gifts, and sending acknowledgement.

Interview Process

Please note that we are currently conducting a majority of interviews and onboarding remotely and virtually. We appreciate your understanding.

Benefits Package

We offer a competitive benefits package including generous paid time off, health insurance, dental, vision, Long Term Disability, Life insurance, and more.



- Paid Time Off: generous paid time off including holidays, sick leave, and vacation time.
- Medical/Dental/Vision: We offer a full range of contributory medical plans, dental & vision plans; all coverage begins as of your start date, no waiting period for new hires.
- Life/Disability: 100% employer-paid Life and AD&D plan, and Long-term Disability plan.
- Flexible Spending Accounts (FSA): Offer both Health FSA & Dependent Care FSA.
- Others such as Employee Assistance Program (EAP), Worker's Compensation, and more.

Equal Employment Opportunity

We are proud to be an equal opportunity employer – and celebrate our employees' differences, regardless of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, or Veteran status.