



**JOIN THE TEAM!**  
**Development Associate**  
**Full-time**  
**Los Angeles**

Take the next step in your career and join the Eisner community healthcare team. Founded in 1920, Eisner Health provides high-quality, integrated community healthcare to the underserved population in Los Angeles, Lynwood, Sherman Oaks, Van Nuys, and Panorama City. As one of the largest providers of accessible, free, or low-cost health and social services in the area, Eisner Health offers a wide variety of opportunities from which to choose. So don't delay, we are waiting to hear from you!

**Quick Facts:**

Eisner Health is seeking a qualified Development Associate to join our team! Under the direction of the Development Director, the Development Associate, will be responsible for providing administrative and project management support to the Development Department. Incumbents in this position are expected to support all organizational expectations and perform duties as required, this includes, but is not limited to, the following:

- Provide logistical, operational, and administrative support for Development Department.
- Collaborate with other departments and clinical staff to support fundraising, communications, and marketing activities and projects.
- Provide donor relations support to the Director of Development.
- Facilitate and coordinate the development donor database (eTapestry).
- Process gifts, and prepare acknowledgement letters, and weekly/monthly reporting.
- Assist with grant writing, researching, and reporting as needed.
- Assist with the creation of content for various platforms – social media, website, donor communications, etc.
- Provide support for events, which includes managing materials, keeping event documents updated with amount raised, pledges, and other pertinent information.
- Answer phone and email inquiries on behalf of the Development Department, and forward to appropriate staff.
- Assist the Development Team in the preparation and implementation of fundraising materials including letters, case statements, proposals, and direct mail.
- Adhere to all HIPAA and patient privacy regulations.
- Other duties as assigned.

**Requirements and Qualifications:**

- Bachelor's degree required. Preferred experience in a nonprofit administrative setting.
- Intermediate database experience (previous use of donor management software or CRM preferred).
- Good interpersonal and communication skills that enable work in a collaborative environment.
- Attention to detail and ability to multi-task.
- Strong organizational skills.
- Strong computer skills, including proficiency in Outlook, Word, and Excel.
- Willingness and ability to work occasional weekends and/or evening hours.
- Ability to work independently under minimal supervision and to maintain confidentiality.
- Ability to write clear, concise, and accurate documents.

**In addition to competitive salaries, Eisner offers clinicians working 32 hours or more per week, Eisner Health offers the following benefits:**

- Medical, Dental, and Vision Insurance
- Employer-Sponsored Group Life and Accident Insurance
- Voluntary Supplemental Insurance
- Retirement Plan – 401k
- Employer-Sponsored Long-term and Voluntary Short-term Disability Programs
- Transportation and Parking Subsidies
- Flexible Spending Health and Child Care Plans - Section 125
- Robust Paid Time Off (PTO) Program
- Educational Tuition and CME Reimbursement available to those who qualify
- Employee Assistance Program (EAP)