



Development and Communications Associate

National Tay-Sachs & Allied Diseases Association (NTSAD), one of the nation's oldest patient advocacy organizations, supports individuals and families affected by rare neurodegenerative genetic diseases. NTSAD's mission is to lead the worldwide fight to treat and cure Tay-Sachs, Canavan, GM1, and Sandhoff diseases by driving research, forging collaboration, and fostering community. Supporting families is the center of everything we do.

Position Overview:

NTSAD's **Development and Communications Associate** is an integral member of the two-person Development and Communications team. The person in this role reports to the Director of Development and Communications, supports the Director and occasionally the Chief Executive Officer, and collaboratively engages with the NTSAD staff, Board of Directors, donors, consultants/vendors, and individuals and families affected by rare diseases to meet the organization's mission and goals.

The ideal candidate will have experience successfully performing administrative projects and tasks, ideally in a non-profit organization. S/he/they will have strong written and verbal communications and an understanding of online engagement and content creation, and will be highly organized, detail-oriented, and flexible. We are seeking an individual who has initiative and can work independently, collaboratively, and efficiently.

The primary responsibilities include supporting the Director of Development in fundraising, donation processing, database management, external communications, special events and auctions, volunteer engagement, and supporting families' efforts in fundraising and raising awareness. In addition, this person will provide general administrative support for the organization. The position is a full-time, exempt, position based in our Boston office. Vacation, personal, sick time as well as health, dental, and IRA benefits are provided by NTSAD.

Development Responsibilities:

- Support the Director of Development and Communications in raising \$1.5 million private revenue goal.
- Work with Director of Development and Communications in the creation of bi-annual direct mail appeals, the annual impact report, and other development communications.
- Build relationships with families and donors and provide administrative support for their personal funds and appeals.
- Maintain all donor records and gift entry in Donor Perfect fundraising software, ensuring consistency, reliability, and accuracy, including reconciling transactions with bookkeeper, and preparing for annual audit.
- Process donations and prepare acknowledgement letters and other correspondence.

Special Events Responsibilities:

- Manage event logistics, guest registration, sponsors, marketing, and volunteer engagement for the annual signature fundraising event, *Imagine & Believe*
- Plan and execute all aspects of the silent auction, including soliciting in-kind donations, creating 50-plus auction bundles, and managing volunteers, décor and display, payment processing, and event close-out
- Engage and support individuals and families who raise funds and host third-party events as part of annual Day of Hope or Rare Disease Day campaigns by providing assistance, event resources, and fundraising materials
- Attend and support event logistics for the Annual Family Conference

Communications Responsibilities:

- Drive the communications calendar
- Create engaging content for social media platforms
- Create branded campaigns for various awareness days and events.
- Update WordPress website and create new content
- Draft and design the monthly Community News e-newsletter
- Assist with video production for events and website
- Respond to external and internal inquiries via phone and email

Experience and Position Requirements:

- Bachelor's degree
- Office and database management experience
- Experience working in a non-profit organization
- Experience with fundraising, volunteer management, communications, and event planning.
- Strong organizational skills and attention to detail
- Strong writing, proofreading, and design skills and an understanding of digital communications.
- Ability to multi-task and collaborate
- Proficiency in Microsoft Office Suite and preference for Donor Perfect or other donor management software experience
- Familiarity with WordPress, Canva, Constant Contact, InDesign, social media platforms (LinkedIn, Facebook, Instagram, Twitter/X).
- Experience with Sprout Social (preferred)

Full-time Position: Mon.-Fri. 9 am-5 pm ET. Office located in Cleveland Circle, Boston. Some late evenings and weekends in advance of two annual events. Ability to travel to Annual Family Conference

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

To Apply:

Send a cover letter with salary requirements and resume to jobs@ntsad.org.

Why Work for NTSAD:

National Tay-Sachs and Allied Diseases Association (NTSAD) offers a rewarding career working for one of the nation's oldest patient advocacy organizations supporting individuals and families affected by rare neurodegenerative genetic diseases. Our staff members like working at NTSAD because of our mission, work-life balance, benefits, and culture:

- Competitive base pay determined by several factors including but not limited to your relevant work experience, education, certifications, etc.
- Generous paid time off, including holidays, vacation days, personal days, and sick days
- Comprehensive benefits package including medical, dental, and retirement savings
- Joining our dedicated team affords the gratification of knowing beyond a doubt that you will impact the lives of individuals and families affected by rare neurodegenerative genetic diseases.