Communications and Development Assistant

The American Federation for Aging Research (AFAR) is a national non-profit organization based in New York that supports and advances pioneering biomedical research that is revolutionizing how we can live healthier and longer. For more than four decades, AFAR has served as the field's talent incubator, providing close to $200 million to some 4,400 investigators at premier research institutions nationwide. A trusted leader and strategist, AFAR also works with public and private funders to steer high quality grant programs and interdisciplinary research networks. AFAR-funded researchers are finding that modifying basic cellular processes can delay—or even prevent—many chronic diseases, often at the same time. They are discovering that it is never too late—or too early—to improve health. This groundbreaking science is paving the way for innovative new therapies that promise to improve and extend our quality of life—at any age. Learn more at www.afar.org.

AFAR is seeking a Communications and Development Assistant to provide support to the communications, development and strategic initiatives staff in a hybrid position requiring in person and remote work each week at AFAR’s NYC offices. Ideal candidates will be detail-oriented, computer literate, capable of juggling multiple projects, have experience in database management, social media and website management and general office administration, as well as an interest in science and research.

Responsibilities include:

• Provide support in the management of projects across communications, development and strategic initiatives;
• Assist with maintenance of organization’s online presence through email and web site management, as well as daily social media network maintenance;
• Vet aging research related news items and draft short news stories to appear on the website newsfeed; proofread copy for a variety of mediums;
• Assist in all phases related to fundraising events, public education events, scientific conferences and media briefings;
• Conduct of prospect research;
• Assist with letters of inquiry, donor stewardship reports and grant renewal applications;
• Perform administrative duties that include: data management; mailings management; scheduling; and answering phones.

The ideal candidate for this role would be an energetic and committed team member who can take direction and is ready to roll up their sleeves and proactively support the activities of a small organization. Foremost, this role requires an ability to multi-task, switch gears as needed, and have impeccable organizational skills and attention to detail. The ideal candidate will also have a positive attitude, and be personable, resourceful and creative to work both independently and as part of a team in support of AFAR’s communications, development and strategic initiatives efforts.

Minimum Requirements:

• BA or BS from an accredited college/university.
• Two to three years’ office experience in the non-profit sector required.
• Expert in Microsoft Word, Excel, Power Point and Adobe Acrobat.
• Experience with HTML or CMS management, online analytics and marketing tools; scheduling tools such as Google Analytics, Emma and Hootsuite and online meeting platforms such as Zoom. Familiarity with Adobe Creative suite and iMovie.
• Experience in Raiser’s Edge, QGive and donor research tools such as iWave a plus;
• Confidence in written and oral communications.
• Candidates with experience in the nonprofit sector and/or interest in biomedical research are encouraged to apply.
This position is an excellent early career opportunity for an individual with 2 – 3 years of full-time work experience in the non-profit sector looking for an opportunity to grow professionally.

**Salary Range**
$45,000 - $50,000 with excellent benefits package.

**To apply**
Please send cover letter and resume to: info@afar.org. No phone calls please.

AFAR’s administrative offices are based in Manhattan. This is a hybrid position requiring both in-person and remote work.

*AFAR is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.*