

Development Associate (Data & Events)

Mesothelioma Applied Research Foundation – *Remote (U.S. Eastern Time business hours)*

Are you passionate about data, detail, and driving impact?

Join a mission-driven nonprofit working to support patients, advance research, and accelerate hope for those affected by mesothelioma.

The Mesothelioma Applied Research Foundation seeks a **Development Associate (Data & Events)** to maintain high-quality donor data, support gift operations, and assist with fundraising events throughout the year. This role is ideal for someone who loves accuracy, systems, collaboration, and making philanthropy work behind the scenes.

Salary & Benefits

\$53,000–\$59,000 annual salary, commensurate with experience

Benefits package includes:

- Up to 96 hours PTO accrual in first year
- 12 paid company holidays and one personal day annually
- Full medical, dental and vision coverage
- Employer-paid short-term and long-term disability coverage
- 403b retirement plan option with employer match

What You'll Do

- Maintain donor records and ensure data accuracy in our DonorPerfect and GiveCloud databases
- Process donations and pledges, issue receipts, donor acknowledgements, and support donor stewardship
- Create reports, queries, and exports for campaigns, management, and board reporting
- Support donor recognition, communications, and stewardship needs
- Serve as the liaison between development, finance, and program teams on gift/donor data
- Assist with event support—including third-party fundraisers, Mesothelioma Awareness Day, and International Symposium on Malignant Mesothelioma
- This position plays a critical role in strengthening our fundraising infrastructure and helping us reach and steward donors at all levels.

What You Bring

- Bachelor's degree or equivalent experience
- 2–4 years of nonprofit or higher education experience, ideally in fundraising data systems
- Working knowledge of Raiser's Edge, DonorPerfect, Salesforce NPSP, or similar platforms

- Strong Excel, Word, and data management skills; Constant Contact familiarity preferred
- Excellent organization, confidentiality, and customer service mindset
- Ability to work independently in a remote environment and collaborate across teams

Work Environment & Logistics

- Remote workplace with standard business hours of **9:00 AM – 5:00 PM Eastern Time**
- Occasional travel required for major events and industry activities
- Reports to: Development Manager

Why Join Us?

You will be part of a committed, mission-focused nonprofit helping patients and families affected by mesothelioma. Your work ensures that donor investments are stewarded well and that fundraising efforts grow and strengthen over time.

How to Apply

Please submit a resume and brief cover letter explaining your interest in the role and alignment with the mission to: hr@curemeso.org. Professional references will be required upon request.

Equal Opportunity Statement

The Mesothelioma Applied Research Foundation is an equal opportunity employer. We value diversity, equity, and inclusion and welcome applicants from all backgrounds.