

Institute for Advanced Study
Princeton, New Jersey

Development Information Specialist

We are seeking a key staff person for our Development department. You will be responsible for maintaining the integrity of all development information including that in Raiser's Edge and other electronic and paper information systems. You will also conduct research to ensure validity of database information, reconcile development financial records with accounting records, and create and produce reports and spreadsheets. Additional duties include assisting with donor events, providing secretarial and administrative support for the development team including drafting correspondence, maintaining calendars, and coordinating meetings.

The preferred candidate will have strong office and Word, Excel and database (Raiser's Edge preferred) skills. Excellent written and verbal communication skills and high degree of accuracy in one's work required. Bachelor's degree and prior experience as an office assistant preferred.

We offer a competitive salary and benefits package which includes subsidized medical and dental insurance, tuition benefits, an excellent retirement program and 41 holidays and paid days off per year. Interested individuals should send a cover letter and a resume to: Human Resources, Institute for Advanced Study, Einstein Drive, Princeton, NJ 08540 or fax to 609-951-4468.