



THE NATIONAL CATHOLIC BIOETHICS CENTER

600 REED ROAD, SUITE 102, BROOMALL, PA 19008 (215) 877-2660 (215) 877-2688 FAX NCBCCENTER.ORG

JOB DESCRIPTION

Position: Development Associate
Reports to: Director of Development
Location: Broomall, PA
Salary Range: \$40,000-\$50,000

ABOUT THE NATIONAL CATHOLIC BIOETHICS CENTER

The National Catholic Bioethics Center (NCBC) provides education, guidance, and resources to the Church and society to uphold the dignity of the human person in health care and biomedical research, thereby sharing in the ministry of Jesus Christ and his Church.

Publications. The NCBC publishes a variety of books and journals intended to assist those who work in and oversee Catholic health care ministry, those who teach in the classroom, and those who wish to be better informed regarding the principles and applications of Catholic bioethics. The NCBC is the world's largest Catholic publisher in bioethics. Our work has consistently won top prizes from the Catholic Press Association for its scholarly content and presentation.

Consultations. The NCBC helps individuals (patients and their families, health care professionals, hospital chaplains, and others) form their consciences and make decisions in fidelity to Christ with its free and confidential consultation service. NCBC ethicists respond to telephone and email questions 24/7, fielding over 1,500 consults every year.

The NCBC also provides trusted counsel on ethical issues at the institutional level to many bishops (in the US and internationally), Catholic hospitals and health care systems, dicasteries of the Holy See, and international nonprofit health care and social service organizations.

Education. Church leaders and Catholic health care executives frequently turn to the expertise of the NCBC for educational training in the Catholic moral tradition and its application to clinical and research situations.

Every two years, in collaboration with the Knights of Columbus, the NCBC provides a multiday bioethics conference for Catholic bishops from the United States, Canada, Mexico, Central America, and the Antilles. The conference addresses a range of clinical issues and updates the bishops on emerging cultural and political threats to the ministry of Catholic health care.

Public Policy. The NCBC submits public comments and *amicus curiae* briefs in partnership with numerous agencies committed to the advancement of natural moral law. The NCBC has played an important role in effectively shaping public policy that reflects the Hippocratic tradition.

POSITION DESCRIPTION

The NCBC is seeking a passionate and dynamic Development Associate who wants to make a meaningful impact in health care and the life sciences by promoting the dignity of human life from conception to natural death. Reporting to the Director of Development, the Development Associate will play a critical role in advancing the mission of the NCBC by supporting the annual development strategy and effectively communicating the mission and impact of the NCBC to donors and stakeholders.

The position combines communication with new and current donors and stakeholders, fundraising activity, and database management. The ideal candidate will flourish in a team environment where guidance, support, and mentorship are integral to everyday operations.

KEY RESPONSIBILITIES

Database management

- Maintain accurate and up-to-date donor records and ensure all staff interactions with donors are recorded
- Routinely and accurately enter gifts that come through the mail
- Generate reports to evaluate fundraising performance

Donor communication

- Cultivate and steward relationships with individual donors and foundations by preparing gift acknowledgments and donor letters and by communicating with donors regarding general inquiries

Fundraising

- Plan and execute fundraising campaigns under the direction of the Director of Development by collaborating with colleagues across the NCBC to develop fundraising materials, including appeal letters and impact reports, and ensuring the smooth and effective delivery of mail and email campaigns
- Research and identify grant opportunities and assist in preparing grant proposals and managing grant reporting requirements to secure funding from foundations and other grant-making organizations
- Conduct research to identify potential major donors and assist in developing strategies to engage and solicit support from these prospects

Perform other duties as assigned

QUALIFICATIONS AND EXPERIENCE

This is an entry-level position for which no nonprofit fundraising or related experience is required. A strong candidate will be:

- Eager to grow
- Faithful to the Catholic Church and its Magisterium and committed to the mission and values of the NCBC
- A college graduate with a bachelor's degree

- Experienced and comfortable communicating in a variety of formats (written, on the phone, and in person)
- Experienced with developing strong relationships based on mutual respect

SKILLS AND ATTRIBUTES

- Excellent organizational and data-management skills
- Attention to detail, with the ability to manage multiple projects and deadlines simultaneously
- Strong written and verbal communication skills, with the ability to articulate the mission, vision, priorities, issues, and impact of the NCBC to diverse audiences
- Ability to self-motivate, work both with close direction and independently, and know when to seek help or guidance
- Ability to work closely with colleagues across departments to integrate fundraising strategies with programmatic initiatives and ensure alignment with organizational goals and priorities

BENEFITS

- Best-in-class health insurance—medical, dental, vision—including 100 percent premium coverage and health reimbursement for out-of-pocket medical expenses for employees and covered family members
- Paid liturgical holidays and 20 days paid accrued time off per year
- Retirement plan with employer contribution
- Opportunities for professional development and growth within the organization
- Work environment with a commitment to employee well-being and work/life balance

If you are interested in fundraising and donor relations and passionate about advancing the mission of the NCBC, we encourage you to apply for this exciting opportunity to join our dedicated team.

HOW TO APPLY

Please email your cover letter and resume to Jose Zeron, Director of Development, at jzeron@ncbcenter.org with the subject line “Development Associate – [YOUR NAME]”.

- Applications will be reviewed on a rolling basis with a priority deadline of **5/5**. The role will remain open until filled.
- Applicants whose skills and qualifications most closely match the needs of this role will be invited to participate in interviews with NCBC staff during **mid to late May**.
- Two to three references will be requested at the final stage of the application process.
- Should you require any accommodation during the application process, please contact Jose Zeron (jzeron@ncbcenter.org), and we will work with you to meet your accessibility needs.