



THE HASTINGS CENTER

Job Opening: Manager of Advancement Services and Engagement

The Hastings Center, a nonprofit, independent, bioethics research center that researches and invites public engagement on social and ethical issues in health, science, and technology, seeks applicants for a hybrid full-time Manager of Advancement Services and Engagement. The Hastings Center is an equal-opportunity employer, committed to building a diverse staff and creating an inclusive and supportive environment for all employees. Candidates with backgrounds or from groups underrepresented in bioethics are especially encouraged to apply.

Job Description: The Hastings Center's Manager of Advancement Services and Engagement (Manager) supports the essential work of our Advancement team, which leads all aspects of fundraising, communications, and public engagement. Filling a newly created position, the Manager is an essential partner in supporting efforts to engage the broader public as well as secure and steward individual and organizational philanthropic support to advance the Center's mission. The Center currently works under a hybrid model, with employees required at our Garrison, NY, campus in person on Tuesdays and Wednesdays each week and welcomed at the office on other days as well. Additional in-person days are also required on occasion (e.g., board meetings, signature events, etc.).

Joining a small but committed team of professionals and reporting to the Chief Strategy and Advancement Officer (CSAO), the technologically savvy Manager will hold primary responsibility for generating and running reports from our CRM database (Salesforce). They will lead efforts to optimize use of the CRM for fundraising and communications activities, such as effective moves management, audience and donor segmentation, integration with MailChimp or wealth screening software, etc. They will assist the CSAO with prospect research and the preparation of strategy memos and other materials that the president & CEO and the CSAO require for donor meetings.

The Manager will collaborate with Advancement colleagues on efforts such as direct mail solicitation (annual giving), distribution of our electronic newsletter, planning and technical support for various online webinars and events via Zoom, further automation of our gift acknowledgment processes, donor stewardship, and the development of multimedia presentations and various written materials.

Working collaboratively with other Advancement team members, they will play a lead role in search engine optimization, web site maintenance, and social media advertising as well as overall enhancement of Hastings' multifaceted public engagement efforts.

Qualifications and Key Competencies:

- A bachelor's degree from an accredited college or university is required.
- Intellectual curiosity, creativity, and the collaborative "growth mindset" needed to thrive in a small nonprofit setting is required;
- Experience in using the query and report functions of CRM databases (ideally Salesforce) is required, with a commitment to ongoing training to develop and maintain expertise;
- Facility in using the Microsoft Office suite is required;
- Familiarity with social media and web editing tools strongly preferred;
- Knowledge of search engine optimization and effective use of social media ads strongly preferred, and willingness to learn and further develop such approaches required;
- Experience with MailChimp and Zoom tools preferred, and willingness to learn such tools required;
- Excellent communication, organizational, and quantitative skills and strong attention to detail are required;
- Ability to take initiative, work well as a member of a team, and openness to completing different kinds of work in a fast-paced environment are required;
- Training or other background focused on ethical issues in health, science, and technology (for example, classes in public health, biomedical science, philosophy, sociology, health or public policy, science and technology studies) is helpful but not required;
- Candidates must already have the right to work in the U.S.

Compensation: Salary Range: \$55,000 to \$75,000 (based on qualifications and experience).

The salary for this position will be based on prior training and knowledge, experience, and other relevant qualifications. The Hastings Center also offers a robust benefits package, including health insurance, a TIAA-CREF pension plan with generous organizational match option, and attractive vacation, sick leave, and holiday schedules.

Application Components (in PDF format):

- Letter of application (no more than two pages) describing your background and interest in the position, along with salary expectations.
- Résumé
- Names and contact information for three references. Applicants will be notified before references are contacted.

Applicants will be contacted regarding interviews. Please submit your application materials to jobs@thehastingscenter.org. For questions related to the search or to suggest a candidate, please contact Ryan Sauder, Chief Strategy and Advancement Officer (sauderr@thehastingscenter.org).

Application Deadline: Tuesday, April 1, 2024

The Hastings Center is an independent, nonprofit, nonpartisan institution that since 1969 has been a leader in research, education, and policy recommendations on the ethical and social impact of advances in health, science, and technology. We are located in Garrison, New York, 60 miles north of

New York City with easy access to Manhattan via the Metro-North Railway. For more information visit www.thehastingscenter.org.