A healing environment that helps women with drug and alcohol dependence by providing them with tools to rebuild their lives, reconnect with loved ones and recover from active addiction.

Development Associate

Status: Exempt, Full-Time

Summary: Wayside House, Inc. seeks an adaptable, articulate and highly-motivated full-time Development Associate. Working alongside a multidisciplinary team of professionals, the Development Associate will provide support to the Director of Development and Outreach by implementing development and marketing activities.

Job Description: Duties include working on special events, database management and assisting in grant writing and reporting. This position requires strong organizational skills and an ability to prioritize as well as multi-task.

Salary & Benefits: Salary range is dependent upon experience. Benefits include 100% employer contributed health insurance, paid vacation and holidays (available after 90 days of employment), and a generous employer-paid 401k plan after one year. Also included are the employer sponsored disability, life and accidental death insurance plans.

Requirements & Qualifications: Potential candidates must hold a Bachelor's degree in social services, public administration or related field. Candidates must be computer literate and technologically proficient in standard word processing, spreadsheet and database software applications (e.g. Microsoft Office: Excel, Word, Publisher, Power Point). Candidates must be highly organized and motivated, have the ability to work independently with little supervision, and must have excellent written and verbal communication skills.

Preferred Qualifications: (In addition to above) Knowledge of the behavioral health/substance abuse treatment industry is a plus. Experience with grant writing, preferably in the nonprofit sector (e.g. development office) is preferred.

How to Apply: Please submit a ***letter of interest, resume and salary requirements*** to Ann Weinwurm at aweinwurm@waysidehouse.net. No phone calls please.