**Job description for Volunteer position as Development Coordinator**

Lirot, the Israeli Research Association for eye health and blindness prevention seeks a Volunteer development coordinator to assist Lirot CEO in Israel and the Lirot America board in New York.

**Responsibilities include:**

Coordination of all aspects of development activities for the association, according to instructions of the Lirot CEO in Israel and the USA friends of Lirot board in New York.

Managing constituency records in donor database,( SALESFORCE CRM SOFTWARE)

Developing existing contacts and looking for new ones.

Editing English marketing materials.

**Qualifications:**

Candidate should be bright, enthusiastic and resourceful individuals with clear communication skills, attention to detail and high energy.

Non-profit experience in fundraising and event planning can be an advantage.

Excellent written and oral communication skills are essential.

Ability to work independently, maintain confidentiality and manage multiple projects.

Candidate should have excellent computer and database management skills.

**Benefits:**

Candidate will receive paid expenses up to 1000$/month based on receipts.

Candidate with fundraising experience can apply for special agreement based on % of the funds raised for the association.

To Apply:

to [Nadine@eyes.org.il](mailto:Nadine@eyes.org.il)

Submit a cover letter, with resume and recommendations

If possible include past non-profit fundraising experience and donor software experience. Please include description of past grant researching and writing experience.

See attached our brochure.