



CURRENT JOBS IN MANAGEMENT AND BUSINESS

The National Employment Bulletin for the Business Professions
April 2009

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The publisher does not knowingly place advertisements that discriminate or that are not bonafide vacancies. Positions are compiled from a variety of sources including vacancy announcements provided to the publisher, and other published sources. Please note that many employers do not acknowledge your application. Some employment procedures, in particular those of government agencies, can take four to six months.

East/Northeast

ACCOUNT MANAGER-ENERGY EFFICIENCY. Support energy efficiency programs in Mid-Atlantic region, track state/local, natl energy policies, assist partners w/ technical, mktg issues. Req BA/BS, 3-5 yrs exp managing energy efficiency programs w/ specific expertise in residential energy issues, excel analytical, writing, communication, interpersonal skills, know residential new construction market, residential building science, exp in 2 of utility sponsored program encouraging energy-efficiency in residential, commercial, industrial markets, residential new construction industry, energy or resource efficiency, recruiting program participants, account mgmt, sales strategies, pref know demand side mgmt program planning, utility exp, exp w/ energy efficient, green building program platforms. Resume/ltr/sal req to ICF International, <http://jobs.icfi.com>. Pos in Baltimore, MD.

JUNIOR CONTROLLER. Accounts payable/receivable, general ledger, ensure proper booking of revenue, expense to accounts, report, reconcile accounts w/ intl, regional offices, assist w/ annual audit, tax return. Req BA/BS accounting/finance, 5-8 yrs accounting exp, supervisory exp, strong analytical, computer, communication, interpersonal, planning, problem-solving skills, pref know Great Plains accounting. For info contact Greenpeace, Washington, DC, www.greenpeace.org/usa/about/jobs.

EXECUTIVE ASSISTANT. Coordinate 2 public interest orgzs, oversee daily functions, implement orgz plans, strategic planning, create budgets, admin duties, assist w/ grants, maintain schedule for campaign planning, develop materials, coordinate publications schedules, recruit/train interns, staff, write correspondence, work w/ members, foundations, political network, oversee tracking of media coverage. Req commitment to public interest, strong writing skills, Word, Excel, Outlook exp, pref 1-3 yrs campaign/admin exp. Apply online at Environment Massachusetts, Boston, MA, www.pirg.org/jobs/about/application/; code adid-jh or email hring@uspirg.org. App ddl 05/31/09.

ASSOCIATE PROCUREMENT AND LOGISTICS OFFICER. Procure goods, services for worldwide programs, prepare contracts, purchase orders, prepare invoices for payment, enter purchase orders for field procurements, consultant invoices, prepare export documents, coordinate logistics activities, monitor/track procurements, shipments, conduct product, source of supply research, assist w/ database maintenance. Req BA/BS, 2 yrs admin, procurement, finance/accounting or customer service exp, customer service, analytical, orgz, communication skills, exp w/ word processing, database, spreadsheet software, pref fluent Spanish or French, know intl health issues. Apply online at Population Services International, Washington, DC, www.psi.org. No phone calls, emails. App ddl 05/31/09.

DEVELOPMENT COORDINATOR. Research, cultivate, maintain, strengthen corporate, foundation partnerships. Req BA/BS, exp w/ fundraising, sales, mktg, communications, 2 yrs professional exp, demonstrated success in fundraising, computer exp. Travel. Resume/ltr to Human Resources, Director of Operations, PFLAG National, 1726 M Street NW, #400, Washington, DC 20036-4521; email jobs@pflag.org. No phone calls. App ddl 05/30/09.

ANNUAL FUND OFFICER. Coordinate, maintain contact w/ key alumnae, class volunteers to set goals, identify prospects, oversee giving, assist in developing, planning annual giving strategies, cultivation activities, review, manage in-house appeals. Req BA/BS, orgz, mgmt, computer skills, pref 2 yrs fundraising exp, exp in higher education. Resume/ltr to Employment Manager, Barnard College, 3009 Broadway, New York, NY 10027; fax 212-854-2454; email hr@barnard.edu. No phone calls. App ddl 05/30/09.

INDIVIDUAL DONOR MANAGER. Manage cultivation, solicitation, stewardship of individual donors of \$1K+, coordinate donor visits, coordinate report, proposal, info mailings, plan dinners, receptions, special events, draft donor solicitation letters, track, analyze acquisition, renewal campaign results, prepare, manage budgets, monthly income reports, cost analyses. Req BA/BS rel field, excel analytical, editing, proofing, orgz skills, know MS Office, pref know database mgmt, membership systems, Raiser's Edge. Resume/ltr to Survivor Corps, Attn: Dev/Indonmgr, 2100 M Street NW, #302, Washington, DC 20037; email employment@survivorcorps.org. App ddl 05/29/09.

DEVELOPMENT ASSOCIATE. Event planning, support for large fundraising galas, auctions, career fairs, write/submit funding proposals to private foundations, corps, track, acknowledge donations, manage relationships w/ corporate partners, create newsletters, e-newsletters, annual reports, update website. Req BA/BS, excel writing, orgz, interpersonal skills, pref 1-3 yrs fundraising or nonprofit exp. Min \$30K. Email resume/ltr/1-page writing sample to Bottom Line, Jamaica Plain, MA, mike@bottomline.org. App ddl 05/29/09.

HR PROGRAM ANALYST. Support human resources initiatives, recommend program improvements, lead data analysis process for affirmative action plan, assess plan's result, streamline processes, research, analyze HR programs, research internal/external workforce demographics, attend conferences, coordinate activities rel to diversity contract. Req BA/BS, 3 yrs HR exp w/ data/statistical analysis, know employment laws, agencies, MS Office. Apply online at FINRA, 9509 Key West Avenue, Rockville, MD 20850, www.finra.org, click on "Careers at FINRA." No phone calls.

ADVERTISING SALES REPRESENTATIVE. Sell advertising for TV station. Req BA/BS, 2 yrs sales exp, computer, internet skills, pref media sales exp. Resume/ltr to WHP CBS 21, 3300 North Sixth Street, Harrisburg, PA 17110, attn: WHP Account Executive; fax 717-234-7076. No phone calls.

ASSOCIATE MARKETING MANAGER. Execute mktg campaigns for 80+ titles/year, communicate plans, creative direction w/ editors, authors, spearhead online mktg efforts for selected titles, incl outreach to social media, write print, banner ad copy, coordinate ad design w/ freelancers, coordinate ad development w/ creative team, outside ad agency, oversee creation, production of floor, counter displays, design/distribute sell sheets for displays, add-on titles, coordinate seasonal bound galley orders, prepare weekly mktg update for use by sales force, coordinate weekly trade mktg meeting. Req 2-3 yrs book publishing/mktg exp, strong orgz, follow-up, communication skills. Apply online at Trade Book Division, Rodale, New York, NY, www5.recruitingcenter.net/Clients/Rodale/PublicJobs/Canviewjobs.cfm. No phone calls.

FINANCIAL AND POLITICAL NEWS REPORTER. Cover labor, commerce, treasury depts, Federal Reserve, speeches rel to economy, finance-rel topics, White House, Congress biz, finance-rel topics. Req strong writing, editing background, time mgmt skills, pref 3 yrs exp in biz/political reporting. Email resume/ltr to RTTNews, Washington, DC, resumes@rttnews.com.

ADMINISTRATIVE ASSISTANT. 12-month grant-funded position w/ possible extension. Manage phones, email, mail, correspondence, filing, data entry, admin duties, process financial paperwork. Req BA/BS, 1 yr office exp, know MS Office, Access, excel communication, orgz, time mgmt skills, pref exp in museums/nonprofits. Lo \$30s. Email resume/ltr/sal req to The American Association of Museum, Museum Assessment Program, Washington, DC, hr@aam-us.org (subj: Administrative Assistant).

OFFICE MANAGER. Manage office, oversee fabrication of outdoor furniture. Req strong orgz, computer skills, know MS Word, Excel, Quickbooks, Filemaker, Photoshop, know contemp art, pref exp working w/ fabricators. Email resume/ltr to Cumulus Studios, New York, NY, nye@alltrue.com; www.cumulus-studios.com.

INSTITUTIONAL FUNDING MANAGER. Manage portfolio of donors, prospects, raise annual operating grants from corps, foundations, govt agencies, assist w/ sponsorship proposals, capital campaign needs, generate grant awards, assess/monitor grant-funded programs, manage dept calendar, conduct prospect identification, research, analysis, prepare, submit proposals, reports, budgets, maintain donor records. Req BA/BS, 4 yrs grant writing exp, know institutional sources of funding, trends, know research tools, Raiser's Edge exp, excel writing, orgz, admin skills, pref know corporate partnerships models, govt grants, exp/education in arts, environment, education, science, supervisory skills. Lo \$40s. Resume/ltr to Brooklyn Botanic Garden, 1000 Washington Avenue, Brooklyn, NY 11225; fax 718-622-7826; email personnel@bbg.org. App ddl 05/31/09.

ACCOUNT EXECUTIVE. Address client needs incl interactive, consumer mktg, consumer insights, facilitate communications w/ clients, maintain project schedules, update status reports, hold status meetings, implement online content, admin duties. Req BA/BS mktg/advertising/rel, 3 yrs exp, internet, direct mail exp. Apply online at <http://track.tmpservice.comApplyClick.aspx?id=804160-2015-9996>. Pos in Florham Park, NJ.

ASSISTANT TO VICE PRESIDENT OF DIGITAL MEDIA. Admin duties, assist w/ promoting digital content transformation, create PowerPoint presentations. Req BA/BS, excel communication skills, know MS Word, PowerPoint, Excel, major websites. For info contact Hearst Company, New York, NY, www.hearst.com.

ACCOUNT MANAGER. Run campaign kickoff calls, track internal/external deliverables, timelines to assure program launches, monitor performance of campaigns in progress, recommend, implement optimization plans, assemble post campaign wrap reports, facilitate external campaign reporting, billing, payment questions. Req BA/BS, 3 yrs hands-on account mgmt exp at internet publisher/internet media buying agencies, know online advertising space, success metrics, strong Excel, Dart for Publishers, orgz, analytical, communication, problem-solving skills. Email resume/ltr/sal req to CafeMom, New York, NY, hr@cafemom.com (subj: Acct Mgr).

DIGITAL SALES PLANNER. Develop sales presentations, proposals for clients, negotiate w/ agency buyers, search for new biz from leads. Req strong orgz, research, communication skills, know US advertising environment. Some travel. Submit resume/ltr to www.bbcamerica.com/employment.jsp, New York, NY.

ONLINE PRODUCER. Support publishing of editorial content on website using content mgmt system, tools, produce, distribute newsletters, produce classified ads on website. Req BA/BS, online publishing exp, know content mgmt, internet, html coding skills, communication skills, pref know production side of advertising, exp w/ Dart for Publishers. Resume/ltr to The Economist Group, Human Resources, 111 W. 57th Street, New York, NY 10019; email jobsny@economist.com.

MARKETING AND PROMOTIONS INTERN. PT, temporary position, 06/09-08/09. Assist w/ planning, executing events, large scale mktg projects, recruit museum participation, orgz promotional outreach for Museum Day event, assist w/ general research, product sourcing, orgz of promotional materials, track/ship premiums, upload mktg materials to website, distribute mktg materials. Req study toward BA/BS or MA/MS mktg/rel, know MS Office, communication, writing, project mgmt skills. Stipend. Email resume/ltr to shvcareers@si.edu (subj: Marketing Promotions Internship). No phone calls. Pos in New York, NY.

ONLINE SALES MANAGER. Prospect, sell, develop client base of accounts, develop programs to meet client needs, develop integrated programs online, in-book, update yearly estimates on ongoing basis, cover assigned accounts. Req 2 yrs sales track record in online advertising, know Excel, PowerPoint, WebTrends, Dart, exp w/ Atlas, 3rd party rich media vendors, email newsletter engines. Email resume/ltr/sal req to Hachette Filipacchi Media US Inc, New York, NY, careers@htmus.com.

PROMOTIONS MANAGER. Write merchandising proposals based on advertiser objectives, execute merchandising programs for advertisers, supervise selection of standard in-book programs, contribute to development, maintenance of merchandising processes incl merchandising logs, program values, develop strategic mktg relationships. For info contact www.hearst.com. Pos in New York, NY.

LEGAL CONTENT EDITOR. Edit, manage, categorize, summarize new, existing content to support print, online products, manage outside authors, contributors, work w/ internal/external production, technology groups, solicit, field customer feedback, assist in licensing new content, managing existing licensing agreements. Req excel orgz, communication, entrepreneurial skills, pref JD/equiv., book, online editing exp, law practice exp. For info contact Incisive Media, New York, NY, www.incisivemedia.com.

ONLINE ADVERTISING SALES REPRESENTATIVE. Identify sales prospects, prepare action plans, schedules to identify specific targets, prepare presentations, proposals, sales contracts, develop, maintain product, service knowledge, prepare variety of status reports, participate in mktg events incl seminars, trade shows, telemktg events. Req 1-3 yrs online ad sales exp, know advertising, sales promotion techniques, strong communication, interpersonal skills, ability to create sales proposals, develop/deliver presentations. For info contact Seed Media Group LLC, New York, NY, www.seedmediagroup.com; www.seedmagazine.com.

DEVELOPMENT ASSOCIATE. Manage direct mail program, write appeals for in-house renewals, acquisition mailings, coordinate acquisitions w/ mail house, manage list exchanges, track performance of mail appeals, manage website donations, work w/ vendors, assist w/ stewardship of higher level annual fund donors, research prospects for major gifts, prepare profiles, maintain individual donor files. Req BA/BS, 1 yr nonprofit exp, strong writing, computer skills, know MS Excel, Publisher, html, exp w/ development database. Resume/ltr to Big Brothers Big Sisters of New York City, 223 East 30th Street, New York, NY 10016; fax 212-779-1221; www.bigsny.org; email bbsresume@bigsny.org. App ddl 05/26/09.

PARALEGAL. Assist w/ foreclosure prevention project, use federal/state litigation, policy advocacy, community education to address foreclosure, predatory lending issues, handle client intake, advocacy, community education. Req BA/BS, excel writing, communication, orgz skills, pref fluent Spanish. Resume/ltr to Steven Telzak, Project Director, Legal Services NYC-Bronx, 579 Courtlandt Avenue, Bronx, NY 10451-5013; email jobpostingsbx@lsny.org (subj: Job #08-2009-Paralegal). No phone calls. App ddl 04/30/09.

ADVERTISING OPERATIONS MANAGER. Work w/ advertising sales, operations teams to assist, manage, provide resources for sales office, drive revenue growth w/ new, existing customers in imaging, consumer electronics industries, prepare sales materials, proposals, assist w/ monthly advertising invoices, admin duties. Req BA/BS, strong math, accounting, communication, orgz skills, 1 yr exp in advertising sales, mktg, consulting, media in specific industry, know Office, Google AdManager, Dart. Some travel. Email resume/ltr to Reviewed.com, Mineola, NY, jobs@reviewed.com.

PUBLICITY MANAGER. Publicize books, authors via natl media, add outlets, schedule interviews for broadcast, print media, create press materials, coordinate book/press material distribution to media, brief authors on how to handle interviews, develop media contacts, coordinate author travel, book-rel activities, research, maintain media lists, assist w/ writing, editing press materials. Req BA/BS, book publicity exp, know media, book review, magz editors, excel communication, orgz skills. Email resume/ltr/sal req to HarperCollins Publishers, New York, NY, jobs@HarperCollins.com (subj: DG-PMAR).

DEVELOPMENT & FUNDRAISING COORDINATOR. Work from home to cultivate, manage, expand donor, funding base, coordinate development of multiyear fundraising plan, develop, document procedures for preparing, submitting grant proposals, prepare proposals, donor correspondence, presentations, speeches, talking points, plan/maintain grant calendars, work w/ natl partners, foundation program officers, identify, research corporate, foundation, govt funding prospects, create system to track grant proposal submissions, reapplications, periodic reports, develop strategies to encourage new gifts, coordinate, complete periodic reports, write grant apps, press releases, media alerts, fact sheets, develop strategy for online communication/advocacy systems. Req grant writing, nonprofit development exp, excel communication, research skills, know MS Office, Word, Excel, PowerPoint, live in Washington, DC metro area, pref exp w/ online mktg, html, web editing. Email resume/ltr detailing specific strengths for orgz, new ideas, initiatives for orgz, future goals/2 writing samples to Consumer Action, 221 Main Street, #480, San Francisco, CA 94105, editor@consumer-action.org; www.consumer-action.org. Pos in Washington, DC. App ddl 04/30/09.

MANAGER OF ANNUAL GIVING, DEVELOPMENT. Oversee mgmt, maintenance of database, run financial reports, process direct mail, online donations, acknowledge gifts, coordinate mailing lists, respond to donor inquiries, answer development hotline. Req BA/BS, 1 yr fundraising exp, excel communication, orgz skills, know MS Office, pref know fundraising database, Raiser's Edge exp. \$42K-\$48K. Resume/ltr to Coalition for the Homeless, Attn: Manager of Annual Giving, 129 Fulton Street, New York, NY 10038; fax 212-233-2032; www.coalitionforthehomeless.org; email jobs@cfthomeless.org (preferred). No phone calls. No phone calls.

STAFF ACCOUNTANT. Manage fixed assets, reconcile purchasing card data to general ledger, journal entries, monthly account reconciliations. Req BA/BS accounting/biz, 4 yrs accounting exp, exp in computerized accounting environment, excel communication, analytical, computer, pref nonprofit exp. \$40K. Email resume/ltr to Hiring Manager, Brookings Institution, 1775 Massachusetts Avenue NW, Washington, DC 20036, adminjobs@brookings.edu (subj: Job #1909); www.brookings.edu/admin/employment.htm. No phone calls. App ddl 05/31/09.

ACCOUNTS PAYABLE ASSOCIATE. Review payables, verify all payables, assist w/ prep for monthly accruals, reconciliation of balance sheet accounts, research open balances w/ vendors to resolve past due accounts, assist w/ analysis of financial stmts. Req 2-3 yrs accounts payable exp, excel MS Office, communication skills, pref BA/BS accounting. Email resume/ltr/sal req to hr@foodbanknyc.org (subj: Accounts Payable Associate). Pos in Hunts Point, Bronx, NY. App ddl 05/30/09.

FINANCIAL ANALYST. Prepare, analyze month end close data, prepare accounts payable, track/report conference revenue, grant reporting, limited cash basis accounting, administer accounts receivable. Req BA/BS accounting/finance, 1-3 yrs exp, know Excel, PowerPoint, Access, excel analytical skills, pref nonprofit exp. Email resume/ltr/sal hist to National Alliance for Public Charter Schools, 1101 14th Street NW, #801, Washington, DC 20005, recruit@publiccharters.org; www.publiccharters.org. App ddl 05/30/09.

CONTRACTS AND GRANT ADMINISTRATOR. Work w/ staff in DC, Africa to support administration of grants, cooperative agreements, guide, facilitate staff in development, prep of cooperative agreements/grant, budgets, amendments, donor approvals, analyze, evaluate budget submissions for correct calculation of expenditure categories, maintain awareness of US govt regs, policies, guidelines, changes rel to admin of USAID, CDC funded cooperative agreements. Req BA/BS, 3 yrs exp in admin of US govt funded projects, know US govt grant mgmt regs, policies, excel orgz, computer, word processing, spreadsheet skills, pref exp w/ intl nonprofit orgz, know contracts, fluent French or Portuguese. For info contact Elizabeth Glaser Pediatric AIDS Foundation, 1140 Connecticut Avenue NW, #200, Washington, DC 20036; www.pedaids.org; email hrdc@pedaids.org. App ddl 05/30/09.

GRANT ACCOUNT MANAGER. Oversee financial mgmt of govt, private grants, interview grant account applicants, prepare, review budgets for programs, new initiatives, oversee collection of outstanding funding receivables for grants, oversee budget process, supervise, monitor contracts, prepare cost analysis, projections. Req BA/BS accounting/finance/biz admin, 3-5 yrs exp, know FundWare, MS Excel, accounting systems, strong time mgmt, interpersonal skills, pref MA/MS accounting/finance/biz admin. Email resume/ltr to Safe Horizon, New York, NY, financejobs@safehorizon.org (subj: Grant Account Manager). App ddl 05/25/09.

ACCOUNTANT. Orgz, track loans, associated reserves under loan/bond programs, perform accounts receivable mgmt, prepare financial reports, ensure expenditures, revenues are recorded, handle quarterly reconciliations, maintain fixed asset inventory, prepare financial schedules, reports, data for annual audit, perform research. Req BA/BS accounting, 3 yrs nonprofit accounting, grants mgmt exp, excel communication, interpersonal, orgz, computer skills, know computerized general ledger, pref know GAAP, compliance regs. Email resume/ltr/sal req to Primary Care Development Corporation, New York, NY, employment@pcdcny.org. App ddl 05/25/09.

MANAGER OF CONTRACTS AND ADMINISTRATION. Supervise, manage front desk operations, manage youth program contracts, work as liaison between youth programs, contract providers, work w/ parents, supervise food service personnel, ensure compliance w/ food service guidelines, oversee youth program human resource functions, prepare/review invoices, timesheets, monthly reports. Req BA/BS, background in youth programs, office mgmt, 2 yrs admin/supervisory exp, strong orgz, communication, office mgmt skills, pref know income eligible child care slot reqs. \$35K-\$40K. Email resume/ltr to United South End Settlements, 566 Columbus Avenue, Boston, MA 02118-1195, humanresources@uses.org; fax 617-236-0162. No phone calls. App ddl 05/01/09.

MANAGER, GOVERNMENT GRANTS. Manage govt application process, research govt funding oppty, write, prepare govt grant proposals, supervise staff, outside consultants, secure govt appropriations, write/prepare fundraising materials for govt officials, research appropriations prospects, strategize agency's approach to govt officials. Req BA/BS, grant writing exp, excel internet research skills, pref MPA/MBA/JD. Email resume/ltr/sal req to The Fortune Society, 29-76 Northern Blvd, Long Island City, NY 11101, fortunejobs@fortunesociety.org; www.fortunesociety.org. No phone calls, faxes. App ddl 06/01/09.

DEVELOPMENT ASSISTANT. Coordinate, schedule dept mtgs, maintain calendar, arrange travel, manage finances, prepare monthly income reports, complete general funding, membership orgz apps, assist w/ dept projects, coordinate mass mailings, produce letters, info packets, coordinate rel fundraising projects, process income from donor checks, credit cards. Req BA/BS, 1-2 yrs admin exp, know Word, Excel, PowerPoint, internet, databases, strong writing skills, pref fundraising exp, know Raiser's Edge. Resume/ltr/sal req to Girls Inc, Attn: Fundraising, 120 Wall Street, 3rd Floor, New York, NY 10005; email fundjobs@girlsinc.org (preferred). No phone calls. App ddl 05/01/09.

JUNIOR ASSOCIATE. Build media lists, draft pitches, press releases, pitch press, monitor for placements, compile clips, prepare weekly update memos. Req 1-2 yrs PR agency exp, exp on biz, startup, company accounts, pref know Cision. Email resume/ltr to Group SJR, New York, NY, resume@groupsjr.com. No attachments, no phone calls.

DEVELOPMENT ASSOCIATE. Prepare grant proposals, reports, budgets, maintain files, database, lists, records, develop major gifts by researching, cultivating donors, orgz, implement fundraising events, oversee data entry, donor acknowledgments, financial coding, processing. Req BA/BS Eng/communications/public admin/rel, excel writing, editing, orgz skills, 1-3 yrs professional exp w/ foundations, major gifts development, special events, computer, database, spreadsheet skills. Email resume/ltr/3 refs to 1Sky, Takoma Park, MD, hr@1sky.org (subj: Job Application: Development Associate); www.1sky.org. App ddl 06/01/09.

DEVELOPMENT ASSOCIATE. Begin 06/01/09. Manage grant-rel projects, prospect research, writing, reporting, work w/ general partners, manage annual fund campaign, solicit individual, corporate donors, create, design, distribute annual newsletter, maintain donor database. Req BA/BS, 1-2 yrs fundraising/development exp, know Office, orgz, writing skills, pref nonprofit exp. Resume/ltr/writing sample to Maria Fernanda Borja, Executive Director, Latino Student Fund, PO Box 5403, Washington, DC 20016; email dasearch@latinostudentfund.org.

DEVELOPMENT ASSOCIATE. Research, write, copy edit, produce, maintain spreadsheets, maintain calendars, schedule appts, answer phones, file, admin duties. Req 2 yrs admin/executive support exp, know MS Office, excel communication, interpersonal skills, pref BA/BS, know Raiser's Edge. Email resume/ltr to Development Associate Search Committee, Lebanese American University, 475 Riverside Drive, #1846, New York, NY 10115-0065, mpfleiderer@lau.edu; www.lau.edu.lb. App ddl 05/26/09.

ASSOCIATE DIRECTOR FOR ANNUAL GIVING. Plan, execute annual giving program, identify, cultivate, steward major donor prospects, oversee major donor cultivation, increase alumni participation, giving, identify, inform donors of corporate matching gift programs, produce, copy, mail, file response letters. Req excel interpersonal, orgz skills, ability to work in diverse school environment, pref fluent Eng/French. Email resume/ltr/sal req/writing sample to Lycee Francais de New York, 505 East 75th Street, New York, NY 10021, shunt@lfnyc.org; www.lfnyc.org. App ddl 05/26/09.

EVENT AND PROGRAM MANAGER. Handle special events, assist in development, implementation of event fundraising plan, budget, programs, cultivate relationships w/ hospitals, healthcare. Req BA/BS, 2 yrs exp in fundraising events, excel communication, customer service, interpersonal, computer skills, pref nonprofit exp. Email resume/ltr/sal req to Donna Giannone, National Kidney Foundation, New York, NY, nkfcareers@kidney.org; www.kidney.org. App ddl 05/24/09.

DIGITAL SALES PLANNER. Develop sales presentations, proposals for clients, negotiate w/ agency buyers, search for new biz from leads generated by market contacts, trade press. Req strong orgz, research, communication skills, strong initiative, know US advertising environment. Apply online at www.bbcamerica.com/employment.jsp. Pos in New York, NY.

ACCOUNTANT. Perform entry level accounting work, prepare third party, acctg reports, ensure transactions meet UMUC, state, federal policies, procedures, manage front line of customer service to third party agencies. Req BA/BS, 1 yr accounting exp, know GAAP, strong analytical, communication skills, pref 2 yrs exp, accounting/biz mgmt degree. For info contact University of Maryland University College, Adelphi, MD, www.umuc.edu/personnel/exempt.shtml.

ACCOUNTING ASSOCIATE. 28 hours/week in min 4 work days. Review accounts payable vouchers, check for proper approvals, correct coding, enter payables into accounting system, print/mail checks to vendors, reconcile accounts payable, request W-9s for new vendors, prepare vouchers for routine expenses, file accounting documents. Req 1-2 yrs accounting exp, completion of intermediate level accounting courses, enrollment or completion of BA/BS program, know accounting software, accounts payable, Excel, Word, excel communication skills, pref know MS Dynamics GP accounting. Resume/ltr/sal req to The Association of American Colleges and Universities, Box AAAP, 1818 R Street NW, Washington, DC 20009; email jobs@aacu.org.

ACCOUNTS RECEIVABLE AND BILLING ANALYST. Process client invoices, prepare supporting documentation, review/monitor unbilled labor, expenses, review/reconcile general ledger accounts, review cash receipt entries for posting, prepare/review accounts receivable aging report, monitor outside invoices. Req AA/AS accounting/rel, 3-5 yrs exp, strong interpersonal, account payable skills, know MS Office, pref BA/BS. Email resume/ltr/sal req to Avalere Health, Washington, DC, recruiting@avalerehealth.net.

VISITING ASSISTANT PROFESSOR, ECONOMICS. 1-yr position, possible extension, begin fall 2009. Teach 2 courses/semester, 1 course during January term. Req MA/MS, focus on heterodox approaches to theory, practice, US economics/financial markets, economic development, feminist economics, pref PhD. Resume/ltr/stmt of educational philosophy/teaching, research interests/writing sample/3 rec ltrs to Economics Search Committee, School of Social Science, Hampshire College, 893 West Street, Amherst, MA 01002-3359; www.hampshire.edu.

FISCAL GRANTS ANALYST. Create proposal budgets, financial reports for funders, perform analyses of cost structure for major funders, translate program model into financial presentation, establish recordkeeping systems, ensure receipt of grant, contract payments. Req BA/BS, 3-5 yrs exp in financial analyses, budgeting, exp in financial modeling, budget/expense forecasting, entrepreneurial, communication, analytical, financial skills, pref MA/MS rel field. Apply online at <http://tbe.taleo.net/NA3/ats/careers/jobSearch.jsp?org=nlms&cws=1>. Pos in NY. App ddl 05/04/09. (From 03/20/09 issue)

STAFF ACCOUNTANT. Process checks weekly, confirm account codes, amounts due, work w/ vendors, reconcile financial data, compile journal entries to support monthly financial statements, process pay reports, compile, reconcile advertising, commercial e-prints/reprints, publication revenue, process refunds, maintain financial files, prepare 1099 forms. Req BA/BS accounting, 2 yrs exp in accounting, MS Office exp, analytical, problem-solving skills, pref nonprofit exp. Email resume/ltr/sal req to American Society of Hematology, 1900 M Street, Suite 2, Washington, DC 20006, jobs@hematology.org (subj: Staff Accountant); www.hematology.org. App ddl 05/02/09. (From 03/20/09 issue)

CORPORATE DEVELOPMENT ASSOCIATE. Assist w/ corporate fundraising operations, corporate membership, sponsorship, special events, field membership inquiries, assist w/ mailing lists, fulfill corporate member benefit obligations, requests, research prospects, create sponsorship reports, track in-kind gifts. Req BA/BS, 2 yrs rel admin exp, orgz, writing, communication skills, know MS Office, Japanese culture, pref Japanese language skills, know Raiser's Edge, Quark. Email resume/ltr to Japan Society, 333 East 47th Street, New York, NY 10017, jobs@japansociety.org; www.japansociety.org. App ddl 05/09/09. (From 03/20/09 issue)

BUSINESS MANAGER. Oversee student information, accounting, finance, human resources, facility mgmt. Req BA/BS, pref MA/MS, exp in charter schools. Email resume/ltr to Nikki Jenkins-Rycraw, Founding Principal, Victory Schools, 111 W. 57th Street, #525, New York, NY 10019, njenkinsrycraw@victoryschools.com (subj: Business Manager). App ddl 04/28/09. (From 03/20/09 issue)

PRICING ANALYST. Design, develop spreadsheets for variety of procurement types to comply w/ bid reqs, cost accounting standards, review, analyze RFP reqs, assist w/ cost component reqs, cost-rel roles, prepare cost proposal packages, develop cost strategies, review cost proposal submissions, maintain spreadsheet analysis. Req BA/BS in quantitative discipline, 3-5 yrs exp in budget/spreadsheet design, analysis, 3-5 yrs exp in intl development assistance program pricing, exp rel to USAID, State Dept, commercial solicitations, strong communication, orgz, Excel skills, pref Arabic, French language skills. Overseas travel. Apply online at www.amideast.org. Pos w/ Amideast, Attn: Ermena M. Barclay, Director of Human Resources, 1730 M Street NW, #1100, Washington, DC 20036; email ebarclay@amideast.org. App ddl 05/05/09. (From 03/20/09 issue)

CONTRACT MANAGER. Work w/ contract monitors, produce invoices, monitor contract status, changes, contract negotiations, create, manage contract, grant mgmt database, resolve legal, biz issues rel to contracts, identify risks, issues, manage daily workload, develop, integrate contract mgmt tools. Req BA/BS biz admin/accounting/rel, 2 yrs exp, know biz, grant, subcontract, contract admin, cost principles, Federal Acquisitions Regulation, excel interpersonal, communication, orgz, analytical, project mgmt skills, bilingual Eng/Spanish. \$40K-\$48K. Email resume/ltr to Casa de Maryland, 310 Tulip Avenue, Takoma Park, MD 20912, hr@casamd.org; www.casamd.org. App ddl 05/04/09. (From 03/20/09 issue)

UNDERWRITING AND LOAN MONITORING ASSISTANT. Begin 04/01/09. Send monthly loan report requests to program officers, clarify info on reports, attend monthly committee meetings, assist in obtaining follow-up info for loan amendments, restructurings, workouts, write annual loan write-down summaries, track/analyze reasons for write-downs, orgz reports, summary spreadsheets, send quarterly loan report requests to program officers, track changes, downloads for requests for program activities for RPAs, perform credit checks on individual guarantors for certain loans. Req BA/BS, excel communication, interpersonal, orgz skills, interest in community development field, pref exp at lending institutions. Resume/ltr to Gregory Maher, Senior Vice President for Lending, LISC, 501 Seventh Avenue, 7th Floor, New York, NY 10018; email gmaher@lisc.org. App ddl 05/09/09. (From 03/20/09 issue)

POLICY ANALYST. Advocate on federal issues affecting transgender people, monitor federal, state policy, use research, analysis to recommend transgender-inclusive policies, practices, manage relationship w/ lawmakers, policymakers to shape policies, govt practices, write policy reports, fact sheets, columns, conduct presentations, workshops for members, allies at conferences, public venues. Req commitment to social justice, understanding of issues affecting transgender people, excel writing, communication, interpersonal skills, know federal govt structure, operation, function, pref 1-2 yrs exp working on progressive issues at federal level. \$40K-\$55K. Resume/ltr to Stephanie White, 1325 Massachusetts Avenue NW, #700, Washington, DC 20005; fax 202-3893-2241; email NCTE@nctequality.org. App ddl 05/09/09. (From 03/20/09 issue)

MAJOR GIFTS OFFICER. Cultivate pool of 40-60 major donors, identify, cultivate, enlist major donors, new prospects, arrange meetings w/ prospective, major donors, report on fundraising progress. Req BA/BS, 3 yrs nonprofit orgz fundraising exp, know MS Office, Excel, research, communication, interpersonal skills, know federal, state, local rules, regs, program/policies for meeting fundraising compliance reqs. Email resume/ltr/sal req to Oceana, 1350 Connecticut Avenue, 5th Floor, Washington, DC 20036, resumes@ocean.org (subj: Major Gifts Officer); fax 202-833-2070. App ddl 05/09/09. (From 03/20/09 issue)

BUSINESS MANAGER. Develop, manage mktg, fundraising campaign to cover Puerto Rican Festival capital goals, identify funding opptys, facilitate grant writing process for programs. \$34K-\$36K. Contact website at <http://elconcilio.net> for app. Pos w/ Council of Spanish Speaking Organizations of Philadelphia, Inc, 705-09 N. Franklin Street, Philadelphia, PA 19123; email concilio@elconcilio.net; fax 215-627-7440. App ddl 05/05/09. (From 03/20/09 issue)

South/Southeast

FINANCIAL NEWS EDITOR. 11 am-8 pm. Edit, manage global workflow, full 24/7 coverage. Req BA/BS journalism/Eng/rel, financial/biz writing exp, strong knowledge of capital markets, 2 yrs financial reporting exp, 1 yr editing exp. Email resume/ltr/writing sample to SNL Financial LC, Charlottesville, VA, Opportunities@snl.com.

PUBLIC RELATIONS INTERN. Assist w/ PR, mktg, advertising program, campaigns, conduct media research, manage media mailings, build, generate media lists, write press releases, bylined articles, research/write basic case studies, assist w/ photo shoots, coordinate interviews, coordinate/assist w/ trade shows, orgz media clippings, prepare, send, track digital photo libraries to editors, clients. Req college studies in 1 of PR/mktg/ag communication/journalism, know MS Word, Outlook, Excel, PowerPoint, Photoshop, excel research, writing, verbal skills, know AP guidelines, ability to work Mon-Fri 8:30 am-5:30 pm. Email resume/ltr/refs/professional writing samples to Eberly Public Relations, Atlanta, GA, jobs@eberlypr.com (subj: PR Internship Application 003). No phone calls, faxes.

ONLINE MARKETING MANAGER. Coordinate online communications, advocacy, fundraising, support content creation, maintenance for websites, build pages, action alerts, run reports, assist w/ media outreach, identify, find solutions for internal technology problems. Req BA/BS, excel computer, internet, communication, research skills, eye for design, page layout, general presentation, project mgmt exp, know internet tools, process, pref exp w/ online mktg, cross-channel mktg in for-profit, nonprofit settings. Resume/ltr to Brandon Hensler, Director of Communications, American Civil Liberties Union of Florida, 4500 Biscayne Boulevard, #340, Miami, FL 33137-3227; email media@aclufl.org. No phone calls. App ddl 05/01/09.

BILINGUAL PARALEGAL. Assist program attorneys in representation of farmworkers on employment-rel matters thru FL, investigate claims re employment law violations, assist in developing legal strategies to address concerns of farmworker clients, interview clients, witness, review payroll documents, draft correspondence, newsletters, assist w/ prep of trial testimony, exhibits, program outreach. Req BA/BS, excel Eng writing skills, fluent spoken/written Spanish, driver's license. Resume/ltr to Greg Schell, Florida Legal Services, Inc, 508 Lucerne Avenue, Lake Worth, FL 33460; email greg@floridalegal.org; www.floridalegal.org/migrant.htm. App ddl 05/04/09.

BUSINESS MANAGER. Grant reporting, bookkeeping for nonprofit public health orgz. Req BA/BS rel field, 1 yr nonprofit exp, 1 yr bookkeeping/accounting exp, exp w/ grant reporting, office inventory mgmt, vendor relations, website mgmt, internet research, know MS Office, pref MA/MS, public health exp. \$35K-\$40K. Resume/ltr to Chip Patterson, Executive Director, Community Smiles, 750 NW 20th Street, Miami, FL 33127; www.community-smiles.com; email cpatterson4smiles@bellsouth.net. App ddl 05/01/09.

MAJOR DONOR FUNDRAISER. Develop, maintain prospect pool of major gifts prospects, initiate contacts, develop cultivation strategies, build sustainable small dollar donor base, increase funding thru researching, targeting prospective investors, manage, update databases, prepare correspondence. Req 5 yrs fundraising exp, excel writing, interpersonal, research, analytical, orgz skills, know MS Office, Excel, commitment to program goals, progressive causes, driver's license, pref BA/BS. Resume/ltr to Jenna Narayana, Democracia USA, 2915 Biscayne Blvd, Miami, FL 33137; www.democraciausa.org; email jenna@democraciausa.org. App ddl 05/11/09.

ACCOUNTING ASSOCIATE. Manage accounts payable, process vendor invoices, check runs, corporate credit card reconciliations. Req BA/BS, MS Excel skills, pref Solomon software exp. Email resume/ltr to Mitchell Anderson, Community Anti-Drug Coalitions of America, Alexandria, VA, manderson@cadca.org. No phone calls.

ACCOUNTING ASSISTANT. Make entries to general ledger for deposit-rel transactions, post receipts to client files, update billing databases, update client billing statements for charges, maintain records of outstanding items, assist teleworking accounting staff, assist w/ spreadsheets. Req 2 yrs college, 3-5 yrs accounting exp, know Outlook, Excel, Word, excel communication skills, pref BA/BS accounting, know MS Access, Sagitta. Email resume/ltr/sal req to The CIMA Companies Inc, Alexandria, VA, hr@cimaworld.com; fax 703-778-7381.

ADMINISTRATION COORDINATOR. Assist w/ processing incoming revenue, preparing database entries, conduct new hire orientations, update HR database, process paperwork, manage internship program. Req BA/BS, excel interpersonal, communication, writing, computer, orgz skills. Email resume/ltr to Mental Health America, Alexandria, VA, jobs@mentalhealthamerica.net (subj: Administration Coordinator). No phone calls.

ACCOUNTANT. Account analysis, reconciliation, review general ledger account, prepare correcting journal entries, post accruals, suggest, implement improvements to current accounting systems, prepare financial statements. Req BA/BS accounting/finance/rel, 2-4 yrs rel exp, know accounting principles, procedures, exp in account analysis, reconciliation, bank statements, general ledger accounts, annual accruals, know MS Office, pref Lawson Financial exp. Email resume/ltr/sal req to Smithsonian Enterprises, Herndon, VA, sbvcareers@si.edu (subj: Accountant).

COLLECTIONS COUNSELOR. Req 1 yr collection-rel exp, know preventative, productive, remedial financial counseling, strong communication skills, pref exp collecting 90-day delinquent accounts. Must be bondable, pass credit check. Resume/ltr to Pentagon Federal Credit Union, Alexandria, VA, employe@penfed.org; fax 703-838-184.

STAFF ACCOUNTANT. Daily reconciliation of cash, bank facilities, record entries in general ledger, assist w/ month end close process, prepare close entries, prepare financial statements, supporting schedules, audit schedules. Req BA/BS accounting, 3-4 yrs financial services exp, operational accounting exp, CPA or candidate for CPA, communication, interpersonal skills, know Excel, Access. Resume/ltr to Mooring Financial Corporation, 8614 Westwood Center Drive, #500, Vienna, VA 22182; email msanoske@mooringfinancial.com.

ASSISTANT PROFESSOR, ACCOUNTING. Begin 08/09. Resp for classroom instruction, curriculum development, student advisement. Req PhD accounting/rel, 3-5 yrs teaching exp, ability to use technology, pref industry exp. Resume/ltr/transcripts/3 ref ltrs to Human Resources, Philander Smith College, One Trudie Kibbe Reed Drive, Little Rock, AR 72202. No phone calls.

EXECUTIVE ASSISTANT. Schedule meetings, plan deployments, prepare itineraries, implement logistics, book travel, edit correspondence. Req BA/BS, 7 yrs admin exp, strong project mgmt, admin, orgz, communication, computer, electronic communication skills, know Windows, PCs. Resume/ltr to Patrice Garnett, National Wildlife Federation, 11100 Wildlife Center Drive, Reston, VA 20190; email garnett@nwf.org. App ddl 06/05/09. (From 03/20/09 issue)

Midwest

CONTRACT ANALYST. Generate data reqd for performance reviews in area of education, review curricula for applications, contract amendments, conduct education review of contract amendment requests, conduct education-rel state, federal programs compliance reviews, assist w/ special education issues, conduct workshops. Req BA/BS, 1 yr exp, strong interpersonal, communication skills, know computer applications, pref know public boards/role of public officials, K-12 public education. Apply online at Central Michigan University, Mount Pleasant, MI, www.jobs.cmich.edu; www.cmich.edu.

MANAGER OF GRANTS AND ADVANCEMENT. Write, edit private foundation, corp grant proposals, reports, staff site visits, maintain grant production calendar, conduct prospect research, produce reports, budget, plan, forecast revenue, assist w/ public grant proposals. Req BA/BS, excel writing, research, orgz, communication skills, pref 2 yrs exp in fundraising, nonprofit, child welfare services, grants/development background, know philanthropy, program evaluation, MA/MS. Email resume/ltr to Children's Home + Aid, 125 S. Wacker Drive, 14th Floor, Chicago, IL 60606, careers@childrenshomeandaiddi.org; fax 312-424-6850.

ECONOMICS FACULTY. Begin fall 2009. Teach seated, online courses in AA/AS, BA/BS programs. Req MA/MS economics/finance, record of undergrad teaching incl online, professional exp, pref interest in principles of economics, intermediate economics, biz finance, investment analysis, intl finance. Resume/ltr/3 refs to Charles Christensen PhD, Vice President for Academic Affairs, Tiffin University, 155 Miami Street, Tiffin, OH 44883; email fisherJM@tiffin.edu.

BILINGUAL HOMEBUYER COUNSELORS/EDUCATORS. Conduct community outreach, mktg for homebuyer education workshops, conduct group intakes, register clients seeking to purchase homes, assist clients w/ financial documentation, create files, calculate monthly payments. Req computer, Word, Excel, Outlook, customer service, interpersonal skills, pref BA/BS, exp w/ mortgage lending, underwriting policies, loan closing procedures, commitment to social justice, fluency in any Asian language. \$27.4K. Resume/ltr to Match Play LLC, 2023 Rockingham Street, McLean, VA 22101; fax 703-536-4144; email kiefferpm@aol.com. App ddl 05/20/09. Pos in Chicago, IL.

VOLUNTEER AND OUTREACH COORDINATOR. PT contract position, 15-20 hours/week. Assist w/ direct outreach, community relations, volunteer mgmt, volunteer recruitment, cultivate, research potential fundraising optys, partnerships w/ local community orgzs, recruit, match volunteers w/ specific programs, conduct info presentations to interested orgzs. Req BA/BS, strong interpersonal, communication, public speaking skills, exp w/ volunteers, special event planning exp, fundraising exp, know community orgzs/funding optys. Resume/ltr/samples to Illinois Chapter, American Academy of Pediatrics, 1358 W. Randolph, Suite 2 East, Chicago, IL 60607; www.illinoisapp.org; email jobs@illinoisapp.com. No phone calls. App ddl 05/15/09.

MANAGEMENT/FINANCE INSTRUCTOR. For info contact Metropolitan Community College, North 30th & Fort Streets, Building #32, Omaha, NE 68111; www.mccneb.edu/hr.

West/Southwest

ADMINISTRATIVE/FUNDRAISING ASSISTANT. Provide admin, fundraising, program support to orgz, answer phones, handle mail, arrange travel, maintain website, intranet, computer filing systems, assist w/ donor, prospect research, research of political leaders, maintain press binders, office supplies. Req excel web, technology, orgz, communication, time mgmt, writing skills, know MS Word, Excel, PowerPoint, interest in advancement of Democratic women in politics, pref fundraising exp. Resume/ltr explaining interest in women in politics to Emerge America, 131 Steuart Street, #300, San Francisco, CA 94105; www.emergeamerica.org; email contact@emergeamerica.org. App ddl 04/30/09.

ADMINISTRATIVE ASSISTANT. Req eye for detail, communication, Photoshop skills. Resume/ltr to Ethos Church, 835 2nd Street, San Diego, CA 92102; www.everydayethos.org.

LICENSE CONTRACT ADMINISTRATOR. Oversee coordination, accuracy of legal, biz matters rel to consumer products licensing, maintain contact databases, contract documentation/orgz, develop/oversee contract compliance process/procedures, support royalty accounting audit process/procedures. Req BA/BS, 2-3 yrs exp in licensing, entertainment environment, resp for contract admin, compliance, basic royalty oversight, database entry, mgmt, know MS Office, excel communication, follow-up skills. Resume/ltr/sal req to Sanrio, Inc, HR Dept, Job Code SB32709, 570 Eccles Avenue, San Francisco, CA 94080.

SALES ASSOCIATE/MANAGER. Research industry daily for projects in development, identify potential jobs for bids, build biz relationships, maintain contact list, make initial contact calls, meet w/ in-house creative personnel, develop, maintain portfolio for all service areas, monitor websites, attend industry-rel events, manage sales budget. Req BA/BS, industry exp. Resume/ltr to The Jim Henson Company, 1416 North La Brea Avenue, Hollywood, CA 90028. No phone calls.

ACCOUNT SERVICES ASSISTANT. Track media coverage, notify clients of relevant news coverage, take orders for tapes, transcripts, assist account services, prepare documents, assist w/ special projects. Req 2 yrs biz/sales exp, communication, computer skills, know TV news broadcast, current events, American popular culture, ability to learn VMS NewsSearch System, pref AA/AS. For info contact VMS, Dallas, TX, www.vmsinfo.com.

INSIDE SALES ACCOUNT MANAGER. Close sales, build/maintain customer relationships, conduct research to generate prospects, achieve, exceed sales goals, expand customer relationships to ensure renewal biz. Req 2 yrs advertising sales exp, listening, negotiating, closing, interpersonal, negotiating phone sales prospecting skills. Annual base salary + commission; no benefits. Email resume to Sunset Magazine, Menlo Park, CA, jobs@sunset.com.

RECEPTIONIST. Work w/ members, greet members, vendors, screen calls, assist w/ requested info, process sales of entertainment/amusement park tickets to members, maintain office supplies, assist w/ correspondence, data entry. Req 1-2 yrs office exp, bilingual Eng/Spanish, ability to operation office eqt, know MS Office, 30 wpm typing. Resume/ltr/sal hist to Human Resources Department, SEIU Local 99, 2724 W. 8th Street, Los Angeles, CA 90005; fax 213-388-4707; email hr@seiu99.org. No phone calls. App ddl 05/20/09.

Multi-Regional/International/Freelance

ONLINE ADVERTISING SALES MANAGER. Identify, develop, maintain, manage accounts, set advertising sales goals for online media properties of brands. Req know online sales platform, orgz, negotiating, problem-solving skills, know MS Office, pref 3-5 yrs online sales exp, background in consumer print ad sales, exp w/ selling digital video. Some travel. Email resume/ltr/sal req/sal hist to Human Resources, Regent Media, Los Angeles, CA, jobs@regentmedia.com.

DEVELOPMENT/OUTREACH ASSOCIATE. Coordinate annual auction, procure auction items, track gifts, prospects, generate reports, profiles, cultivate relationships w/ assigned donors, support corporate giving campaigns, conservation campaigns, maintain office eqt, admin duties. Req 2 yrs fundraising/outreach exp, passion for wildlands, wildlife conservation, volunteer exp w/ environmental orgz, know budget processes, nonprofit culture, excel communication, project mgmt, MS Office skills. Email resume/ltr to Paul Bannick, Development Director, paul@conservationnw.org, and Jodi Broughton, Membership Director, jodi@conservationnw.org. Pos w/ Conservation Northwest, 1209 Bay Street, #201, Bellingham, WA 98225; www.conservationnw.org. App ddl 05/25/09.

DEVELOPMENT OFFICER/GRANT WRITER. Research, design/develop, implement, sustain traditional, creative fundraising strategies, programs, prepare proposals, reports, funder correspondence. Req BA/BS, 3-5 yrs grant writing, development exp, strong writing, leadership, communication, interpersonal, project mgmt skills, passion for facilitating access for healthcare, human services to underserved population, transportation. Email resume/ltr/sal req/grant writing samples to KHEIR Center, 3727 W. 6th Street, #210, Los Angeles, CA 90020, hr@lakheir.org; www.lakheir.org; fax 213-427-4008. App ddl 05/24/09.

PUBLIC RELATIONS INTERN. Coordinate publicity activities, assist w/ tracking daily media reports, maintaining PR files, maintain, update media databases, media clip files, reports, press release files, write/edit press materials, participate in group project w/ summer interns, admin duties. Req college junior/senior, project mgmt, orgz, communication, time mgmt skills, know Excel, PowerPoint, internet, Adobe, pref communications or journalism major. Resume/ltr to Human Resources Department, National CineMedia, Inc, 9110 E. Nichols Avenue, #200, Centennial, CO 80112; fax 720-874-5289 or apply online at www.nationalcinemedia.com.

ACCOUNT EXECUTIVE. Req outside sales exp, strong presentation, negotiation, writing, orgz skills, pref BA/BS. Email resume/ltr/sal req/professional refs to KRON4, San Francisco, CA, jobs@kron4.com.

ECONOMICS LECTURERS. 2 non-tenure positions, begin 09/01/09; 1 is 1-yr position; 1 is renewable. Teach intro economics courses, possibly economics elective courses. Renewable position also will teach 1st year seminar, core course. Req ABD economics, 2 yrs college teaching exp. Resume/ltr/official transcript/3 rec ltrs to Economics Lecturer Search Committee, Department of Economics, 2000 East Asbury, University of Denver, Denver, CO 80208; www.dujobs.org.

MARKETING COORDINATOR. Implement new mktg strategy to increase visibility, fundraising, overhaul website, create newsletter, expand email list, develop community outreach plan, produce mktg materials, manage printing, design, production processes, create media strategy, make presentations to community groups. Req 2 yrs exp in social services field, exp in PR, mktg, fundraising, public speaking, mktg materials, passion for community work, MS Office, communication, interpersonal skills. Resume/ltr to The Child and Family Guidance Center in California, 9650 Zelzah Avenue, Northridge, CA 91325; fax 818-739-5511; www.childguidance.org; email hr@childguidance.org. App ddl 05/09/09. (From 03/20/09 issue)

BUSINESS SYSTEMS ANALYST. Analyze backend databases, advise human resources dept, serve as project manager for systems-rel initiatives, conduct biz, technical needs assessments w/ biz owners. Req BA/BS technical field, 3 yrs exp doing biz analysis, technical consulting, database design/analysis, exp/interest in K-12 public education, orgz, time mgmt, follow-up skills, know MS Excel, biz software apps, pref MA/MS. Apply online at [Aspire Public Schools](http://careers.aspirepublicschools.org), 1001 22nd Avenue, #100, Oakland, CA 94606, <http://careers.aspirepublicschools.org>; select "Home Office" as school location prior to search. App ddl 05/09/09. (From 03/20/09 issue)

RETAIL/PRINT BUYER. FT, temp position for 1st 3 months; evolve into PT, permanent position. Negotiate best prices possible for orgz in print, retail, office supply buying, work w/ vendors for bids, update, create purchase requisitions, purchase orders, purchase retail, company use merchandise, make all print purchases. Some telecommuting possible. Email resume/ltr/ref ltrs to Rosicrucian Park, 1342 Naglee Avenue, San Jose, CA 95191, leonard@egyptianmuseum.org; www.rosicrucian.org. App ddl 05/09/09. (From 03/20/09 issue)

FINANCE SUPPORT. Finance mgmt, work w/ staff re financial reports in various currencies, track budgets, expenditures, cost control, integrate, adjust internal financial systems, prepare accounting, submit monthly finance reports, data entry, filing, bank reconciliation. Req BA/BS, 1 yr accounting/finance mgmt exp, exp producing financial statements, know Quickbooks, nonprofit, double entry, accrual method of accounting, pref accounting/finance degree, exp w/ USAID finance regs. \$350/month. Email resume/ltr to Visions in Action, 2710 Ontario Road NW, Washington, DC 20009, jobs@visionsinaction.org (subj: Finance Support Volunteer); www.visionsinaction.org. Pos in Gulu, UGANDA.

STRATEGIC ALLIANCES AND FUNDRAISING COORDINATOR. Develop, orgz, manage, execute fundraising, networking strategies, develop project proposals, work w/ current, potential donors, attend events, develop promotional materials. Req BA/BS political science/intl relations/biz/rel, 1 yr exp, excel analytical, writing, communication skills, fluent Eng/Spanish, pref 3-5 yrs exp, interest in urban development, public policy, environment, energy, intl exp. Email resume/max 400-word letter explaining interest in orgz, interest in position, sal req, what you can contribute to position to Lic. Marcela Valera Cato, Centro de Transporte Sostenable de Mexico, A.C., Felipe Carrillo Puerto 54, Col. Coyoacan, Del Coyoacan, Ciudad de Mexico, Distrito Federal, 04000 MEXICO, mvalera@ctsmexico.org; www.ctsmexico.org. App ddl 05/29/09.

MARKETING/ADMINISTRATIVE ASSISTANT. 35 hours/week for 12 weeks, begin 06/09. Assist in promotion of summer special events, develop promotional/mktg campaign for fall events, develop volunteer/membership database, develop media database, produce promotional materials. Req FT student age 15-30 returning to school in fall, exp in mktg, biz, arts admin, computer science, graphic design. \$8.50/hour. Email resume/ltr to National Nikkei Museum & Heritage Centre, Burnaby, British Columbia, CANADA, hr@nikkeiplace.org (subj: Marketing/Administrative Assistant). App ddl 04/27/09.

FINANCE POSITION. Assist in collecting revenue, cost, financial data for planning purposes, reconcile cost center info between systems, retrieve data from financial systems for budget prep, analysis, ad hoc projects in finance/accounting area. Req excel communication skills, pref Excel, financial system exp. Resume/ltr to Susane Waters, English Bay College, 2nd Floor, 321 Water Street, Vancouver, British Columbia, CANADA V6B 1B8; www.internshipcanada.com; email marketing@internshipcanada.com.

BUSINESS ENGLISH TEACHER. PT or freelance position. Teach general or biz Eng in school, in-company classes, one-to-one or group lessons. Req native Eng speaker, TEFL qual incl Cambridge ESOL CELTA, Trinity Cert TESOL, ESOL DELTA, 2 yrs EFL teaching exp, pref basic German skills. Resume/ltr to John Willis, School Manager, The Berlin School of English, Dorotheenstr.90, Berlin, 10117 GERMANY; www.berlin.school-of-english.de; email info@berlin@school-of-english.de.

ASSISTANT/ASSOCIATE PROFESSORS, BUSINESS ADMINISTRATION. Begin fall 2009. Pos avail to teach finance, mktg, decision science, accounting. Req PhD, teaching excellence, professional scholarship. Resume/ltr/3 refs to Dr. Jihad S. Nader, Provost and Chief Academic Officer, The American University in Dubai, PO Box 28282, Dubai, UNITED ARAB EMIRATES; email provost@aud.edu.

MARKETING FACULTY. Begin fall 2009. Teach mktg in undergrad biz program. Req PhD mktg, pref exp teaching in American educational-model system; will consider MBA w/ global exp. Resume/ltr/3 refs to BUS Faculty Search, c/o Dr. Steven Sullivan, Dean of Faculty, American University in Bulgaria, 1, Georgi Izzmirliiev Sq, Blagoevgrad 2700, BULGARIA, facultydean@aubg.bg; www.aubg.bg.

OFFICE MANAGER. Min 32 hours/week. Coordinate office admin, arrange travel, tickets, maintain personnel records, take minutes, answer phones, handle payments, petty cash. Req excel Eng, Dutch language skills, know MS Office, IT systems, affinity w/ nonprofit sector, pref exp working in intl, multicultural team. For info/written apps contact Aflatoun, Child Savings International, Sarphatistraat 7, PO Box 15991, Amsterdam, 1001, NL, NETHERLANDS; www.aflatoun.org. App ddl 05/01/09. (From 03/20/09 issue)

Good luck!

Next issue: May 15, 2009

