

Development Assistant

Position | Development Assistant

Job Type | Full Time

Salary | Competitive depending on experience

Number of Vacancies | 01

Location of Position | Remote/Flexible, frequent travel to South Asia required, US ET preferred

Start Date | Immediately

Who we are:

[Noora Health's](#) mission is to improve health outcomes and save lives by empowering family caregivers with the skills they need to care for their loved ones, making them an integral part of healthcare delivery.

Noora turns hospital hallways and waiting rooms into classrooms by tapping into the most compassionate resources available for the patient's care - the patient's own family. By turning these worried family members into skilled caregivers, we make family members an important pathway to healthcare delivery and reduce preventable patient complications. With the support of six state governments in India, the Government of Bangladesh, and large private hospital systems, we have trained over 1.7 million patients and family members across 327 health facilities. In a cohort of patients, our program reduced post-surgical cardiac complications by 71%, maternal complications by 12%, newborn complications by 16%, and newborn readmissions by 54% - 56% .

We were honored to have our work recently [highlighted](#) on Stanford Social Impact Review's Uncharted Ground podcast on 'The Healing Force of Family.' Additionally, Noora Health was [selected](#) by the World Economic Forum (WEF) as one of India's 'Top 50 COVID-19 Last Mile Responders' (2021), was a [winner](#) of WEF's UpLink platform's 'COVID Social Justice Challenge' (2020), was [selected](#) as a 'Best Practice' by India's Ministry of Health at the National Summit on Innovations in Public Health (2019), and was [featured](#) in Fast Company's list of top 50 Most Innovative Companies in the World (2016). Noora has been supported by many large philanthropic foundations including Mulago, Draper Richards Kaplan, Echoing Green, and Jasmine Social Investments, among others. For more information:

1. [2020 Annual Report](#)
2. [Noora Health Website](#)
3. [COVID-19 Resources](#)

At Noora Health, we value diversity. Diversity includes but is not limited to gender identity, caste, religious practice, sexual orientation, ability, among many others. We encourage people from all backgrounds to apply for positions at Noora Health.

Job Description:

Our team is looking for an eager, logistically-minded professional to support our Development Team in driving revenue to support our operations. This position will be responsible for assisting our Development Team - our Senior Development Manager and our development-focused Co-CEO - in an administrative function. The essential duties and responsibilities of a Development Assistant include:

- Ensuring general inquiries to the Senior Development Manager and team are responded to and proper follow-ups are executed in a timely manner
- Tracking and recording donation information in coordination with the Senior Development Manager and CFO, building the capacity to fully own entry onto our tracking sheet, Salesforce, and Google drive - ensuring that all of our donations and relevant documents are tracked in a timely and meticulous manner
- Ensuring donors and relevant individuals are added to the appropriate mailing list to receive our updates and communications, in coordination with the Senior Development Manager and Communications Manager
- Supporting the Senior Development Manager in tracking donor follow-up requirements for current funders (e.g. sending grant reports, budgets, regular updates, milestone-specific updates, etc.) by tracking specific information as opportunities are landed and grant agreements are constructed and signed.
- Assisting the CEOs and Senior Development Manager in preparing for meetings with potential funders or partners that may drive revenue, including: helping to put together decks for meetings in coordination with the Development Manager; researching attendee organizations, attendees, and potential opportunities and then putting together a clear, concise note with relevant information for the call
- Managing the Development Manager's calendar, scheduling large volumes of internal and external meetings across various time zones
- Supporting the creation of proposals for new funding, reporting for current

Expectations:

- Undergraduate degree
- 2-5 years of work experience in a relevant position
- Excellent verbal and written communication skills
- Able to work seamlessly as part of a diverse team including designers, analysts, and educators from India and overseas; work collaboratively with team members and on your own as needed

- Outstanding attention to detail
 - Able to manage feedback streams and iterate accordingly
 - Familiarity with organizational software such as Salesforce (CRM) and Google Drive
 - Experience working in the social/developmental sector is a plus
 - Familiarity with and/or experience in South Asia is a plus
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How to apply:

Email the following materials with the subject line **Development Assistant** to people@noorahealth.org:

- A one-page cover letter describing your interest in the position and background
- An updated resume, which includes languages spoken and relevant experiences
- Any relevant writing samples that show your communication skills