

**OPEN POSITION**

**Director of Development  
Development**

The American Mathematical Society is an international non-profit membership organization devoted to furthering the interests of mathematical research and scholarship. The AMS has 30,000 individual and 570 institutional members from around the world, and provides a vibrant array of services including the publication of books and journals, meetings and conferences, and professional services for mathematicians. The Society, headquartered in Providence, RI, employs approximately 200 people and offers excellent benefits including competitive salaries, health and dental insurance, paid life insurance, generous paid leave, and retirement plan contributions and investment options through TIAA-CREF.

The Director of Development is responsible for all aspects of AMS development efforts, including the following: planning, budgeting, publicity, cultivation of new and existing donors, donor recognition, year-end appeal, and developing and implementing new fund-raising initiatives. The Director of Development reports to the Executive Director.

**RESPONSIBILITIES:**

- Provide comprehensive planning, budgeting, and implementation of short- and long-range fund-raising plans
- Oversee receipt and acknowledgement of all donations
- Nurture current donors by servicing existing (and establishing new) benefits, privileges, recognition, acknowledgements, and incentives for donors in order to maintain and improve relations
- Identify and cultivate new prospects (both individual and corporate)
- Travel as needed to special events, board meetings, annual Joint Mathematics Meeting (every January), and to visit existing and prospective donors
- Oversee annual direct-mail solicitation (year-end appeal)
- Enhance and maintain development website, [www.ams.org/about-us/support-ams/support-ams](http://www.ams.org/about-us/support-ams/support-ams) (with assistance of Web Programming staff)
- Develop publicity for giving to the AMS (with assistance of Creative Services staff)
- Accurately maintain the information system that contains records for all donors
- Prepare financial and other reports for senior staff, Board of Trustees, etc.
- Supervise part-time Development Assistant (.6 FTE)

**QUALIFICATIONS:**

- Superior interpersonal, verbal, and written communication skills
- Familiar with the Microsoft Office suite of products (Word, Excel, Outlook, Power Point, etc.)
- Willing to travel several times a year to attend meetings and visit with donors

**EDUCATION and/or EXPERIENCE:**

- Bachelor's degree from accredited college/university
- Minimum of five years development experience, preferably in a college/university setting
- Experience working with university faculty, particularly mathematicians, desired

To apply go to: <https://home.eease.adp.com/recruit/?id=574088>

For more information reference position code 0704.01W.