

OPEN POSITION

**Development Assistant
Development Department**

The Development Assistant plays an integral role in the Office of Development in creating and sustaining successful donor relationships at the American Mathematical Society (AMS). Working closely with, and reporting to, the Director of Development, the Development Assistant provides vital support in the cycle of donor identification, cultivation, solicitation and stewardship. The position requires superior organizational abilities, interpersonal finesse, impeccable oral and written communication skills, and a dedication to the mission of the AMS. The Development Assistant must be able to work independently and handle multiple priorities effectively.

RESPONSIBILITIES:

Donor Relations

- Implement cultivation programs and activities that help to build positive relationships with potential donors (e.g., arranging visits and receptions, maintain gift inventory)
- Maintain stewardship programs for current donors that honor and reinforce their connection with the AMS (e.g., birthday and holiday cards, plaques, giving society)
- Acknowledge all donations in accordance with gifting policies and procedures
- Assist in the timely acknowledgment and recognition of the awarding of prizes and scholarships
- Coordinate and actively contribute to the design, writing, and production of a variety of collateral, electronic, and hardcopy materials

Donor Acquisition, Renewal, and Upgrade

- Assist in conducting annual fund solicitations, including the year-end appeal
- Maintain the online giving program
- Provide on-site support for donor events, programs and activities as needed
- Conduct research to identify and qualify major gift prospects
- Assist donors as appropriate (e.g., prepare giving scenarios using planned giving software, process stock transfers, assist with tangible gifts)

Database and Office Management

- Create, maintain and update constituent and office files (electronic and hard copy)
- Record and track all gifts with strict adherence to protocols
- Prepare standard and specialized reports for internal and external use as appropriate
- Prepare donor lists and associated materials for the Annual Report, periodic publications, invitations, and other purposes as needed
- Monitor the department budget

QUALIFICATIONS:

Demonstrated experience in the following areas is essential to fulfilling the duties and responsibilities of the position:

- Providing creative input into the design and content of electronic and written materials
- Conducting donor relations, including cultivation and stewardship programs and activities
- Communicating effectively and efficiently with high level volunteers and donors
- Coordinating calendars for meeting schedules and programs
- Implementing gift acknowledgement procedures
- Performing mail merges
- Organizing and managing large-scale mail projects
- Advanced mastery of Microsoft Office products, including Outlook, Word and Excel
- Organizing travel itineraries and prospect background research

EDUCATION and/or EXPERIENCE:

- Bachelor Degree required
- Suggested 5 years' experience in philanthropic/development services or related field
- Experience working with college and university faculty preferred

To apply go to: <https://home.eease.adp.com/recruit/?id=5136871>

For more information reference position code 0704.03.