AMS
American Mathematical Society

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www.ams.org

Human Resources

OPEN POSITION

Development Assistant – Part Time – 22.5 hours/week
Development Department

The American Mathematical Society (AMS), founded in 1888, is a non-profit membership organization that promotes interest and research in mathematics through its publications, meetings, programs, services, advocacy, and outreach activities. The AMS has 30,000 members worldwide and offices in Rhode Island, Michigan, and Washington, DC.

The AMS invites qualified candidates to apply for the position of Development Assistant in the Society's Providence, RI headquarters. The Development Assistant plays an integral role in the Development Department by creating and maintaining a congenial and productive office environment and infrastructure for fundraising efforts. As part of the Development team, the Assistant provides vital support in all phases of donor identification, cultivation, solicitation and stewardship.

Come and be part of the team that supports and is dedicated to the mission of the AMS.

RESPONSIBILITIES:

Database and Office Management

- Create, maintain and update constituent and office files
- Prepare standard and specialized reports for internal and external use as appropriate
- Prepare donor lists and associated materials for periodic mailings and publications, and other purposes
- Enter prospect data and contact tracking information into the Personify system
- Maintain the annual renewal process of state registrations for charitable solicitations
- Perform duties associated with preparing check requests, purchase requisitions, travel reports and other related tasks
- Work with meetings staff to make arrangements for off-site meetings and receptions
- Provide front-line coverage for office reception, phones, development email, interoffice relations

Donor Support Services

- Confirm, track and acknowledge charitable donations with strict adherence to protocols, policies and procedures
- Problem-solve with donors and/or with AMS departments to resolve any issues and concerns
- Assist in the preparation of mailing lists, materials development, production and distribution of gift solicitation projects
- Conduct broad-based research and analysis to identify targeted groups of potential donors
- Assist the Development Director in planning and scheduling visits to donors and provide support and follow up as appropriate
- Assist in planning receptions, maintaining gift inventory, and preparing contributors reports
- Assist in the production and distribution of The Line newsletter, social media campaigns, and special mailings

EDUCATION and/or EXPERIENCE:

- Associate's degree required; bachelor degree preferred
- Minimum 3 years' experience in philanthropic/development services or related field
- Experience working with college and university faculty preferred

The AMS offers excellent benefits including competitive salaries, health and dental, very generous retirement plan contributions and investment options through TIAA-CREF, flexible spending benefit, generous paid leave, paid life insurance, flexible work hours to help provide work/life balance, free parking, a casual and relaxed work environment, computing benefit, tuition assistance, professional development opportunities and much more.

To apply go to: https://home.eease.adp.com/recruit/?id=14935001

Equal Opportunity Employer – Affirmative Action Employer

Deleted: Posting Date: 10/29/2015¶
Closing Date: Until filled¶