



DEVELOPMENT MANAGER

The Mathematical Association of America (www.maa.org) seeks a Development Manager to direct and administer the MAA's development efforts and solicit donations from individuals, corporations, and foundations to support the mission and activities of the MAA and to build and maintain the structures needed to support thriving relationships with donors.

Responsibilities include:

- Creating and executing a multi-year development plan, including fundraising targets;
- Researching and approaching potential new donors on the corporate, foundation and individual levels;
- Donor cultivation and stewardship;
- Developing and leading the MAA's Second Century Fund to celebrate the association's 100th anniversary in 2015;
- Development operations, including tracking and monitoring all fundraising efforts.

The Development Manager works directly with the MAA's Executive Director and reports to the Chief of Staff, and works closely with other staff in all departments. Frequent interaction with the MAA President, Executive Committee, members, corporate donors, foundations, individual donors, and prospective donors are part of the job.

The successful candidate must have:

- A Bachelors Degree.
- Experience in development and fundraising.
- Knowledge of all aspects of fundraising relating to foundation and corporate relations and individual giving.
- Ability to work creatively, accurately, and efficiently.
- Ability to work both independently and as a member of a team.
- Excellent interpersonal, written and verbal communication skills.
- Proficiency in computer software—Word, Excel and strong knowledge of fund raising databases.

Excellent benefits, salary commensurate with credentials and experience.

The Mathematical Association of America, located in the historic Dupont Circle area of Washington DC, is the largest professional society that focuses on mathematics accessible at the undergraduate level. The association has over 20,000 members, an operating budget of approximately \$10M, and a \$10M endowment. For more information about the Mathematical Association of America, see www.maa.org.

Please email cover letter, resume, and salary expectations to Calluna Euving, Chief of Staff at hr@maa.org.