



Development Assistant

The Mathematical Association of America is the world's largest community of mathematicians, students, and enthusiasts. We further the understanding of our world through mathematics because mathematics drives society and shapes our lives. Our mission at the MAA is to advance the understanding of mathematics and its impact on our world and we do so through our values of Community, Inclusivity, Communication, and Teaching and Learning.

Working at the MAA means that you will be joining a dynamic and dedicated team where your contributions will be encouraged and appreciated. We offer a full array of highly competitive benefits, and we are located within a desirable Washington, D.C. location.

Job Summary

The Development Assistant will support the Development department in implementing strategies that ensure sustainability and organizational growth. The Development Assistant is an integral member of the Development team. The Development Assistant serves as the backbone of the operation by overseeing all administrative processes in place to grow relationships. They must be extremely detail-oriented and work to ensure delivery of impeccable donor services. Administrative duties for the development assistant will include data entry and management, crafting data reports, managing mailing lists, entering gifts, ensuring timely acknowledgment of contributions to individual giving and annual appeals, and liaising with consultants. The ideal candidate for this role should possess excellent people skills, a positive can-do attitude, exceptional time management skills, and a commitment to [our values](#). This individual must take direction and feedback well, have an appetite for learning and professional development, and have the ability to work independently.

The Development Assistant reports to the Manager of Development. This role includes significant interaction with the Senior Director of Development & Communications, Executive Office Manager, and MAA staff.

Job Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty and responsibility with excellence. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned to meet business needs.

- Manage accurate updates to constituent databases and mailing lists to ensure all contacts are properly moved through the development process and coded appropriately
- Accurately maintaining a donor database, including but not limited to: updating addresses and donor information, ability to own and produce reports and the reporting process
- Responsible for correctly inputting and processing gifts, contributions, and pledges
- Manage gift acknowledgement process and produce donor letters on a monthly basis for email and mailing
- Serve as department expert and achieve proficiency in Fonteva (and other) software to manage development functions
- Work closely with the Finance department and external service center to appropriately process incoming gifts

- Pulling, cleaning, and preparing mailing lists for quarterly campaigns, via paper mail and email
- Compile, create, and manage folders and marketing materials for Development meetings
- Draft, review, and edit Department communications to donors, Board, and association staff
- Distribute prospect materials and drafting donor correspondence as needed

Minimum Qualifications

To perform this job successfully, an individual should possess the knowledge, skills, and abilities listed and meet the amount of education, training and/or work experience required.

Experience

- BA preferred with minimum of 1-3 years of experience in an area related to office administrative support, development, project management or event coordination
- Exceptional skills in the areas of organization, attention to detail, time management, ability to manage multiple tasks, define and set priorities and to creatively problem solve
- Demonstrated team player with a strong collaboration abilities
- Ability to take initiative with projects to work both independently and collaboratively
- Excellent communication and interpersonal skills; experience working with people from diverse backgrounds a plus
- Proficient with Microsoft Word, Outlook, and Excel; prior experience with donor databases and design software a plus, database management experience and Microsoft 360 suite proficiency a plus
- Prior nonprofit work experience a plus

Knowledge, Skills, and Abilities

- Comfortable working on a team that is building processes, systems, and strategies
- Ability to work independently on multiple, high priority projects with competing deadlines
- Ability to manage multiple priorities and shift attention to evolving projects as needed
- Strong planning, data analysis, and project organization skills
- Exceptional writing and strong grammatical skills
- Team collaborator who also can work well independently
- Interest in learning about fundraising, education, and partnership growth
- Excellent attention to detail and follow-through, communications skills and proactive mentality

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to lift up to 40 lbs.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hybrid work schedule
- Occasional weekend/evening work to attend meetings and conferences
- May travel 1–2 times a year for meetings and conferences

Travel

Dependent on business needs

To apply send cover letter and resume to hr@maa.org

Equal Opportunity Employer