



## Development Manager, Annual Giving

### About the Mathematical Association of America

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. The mission of the MAA is to advance the understanding of mathematics and its impact on our world. Our members include university, college, and high school educators and teachers; graduate and undergraduate students; pure and applied mathematicians; computer scientists; statisticians; STEM professionals, and many others in academia, government, business, and industry. We welcome all who are interested in the mathematical sciences.

### Job Description

The Mathematical Association of America (MAA) is searching for a dedicated individual giving officer to join our development team in implementing strategies that ensure sustainability and organizational growth. The individual giving manager serves as the point of contact for our individual and major donor relationships and oversees yearly individual giving campaigns, mainly the spring and end-of-year appeals. This position will also support senior leadership in relationship planning, reporting on goals, and stewardship. As part of a larger development team, this position will coordinate meetings with potential and current donors to solicit new donations and increase contributions. Strong communication skills and attention to detail are crucial to success in this role.

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.

Reports to the Sr. Director of Development and Communications. Significant interaction with the Senior Leadership, Executive Assistant, and program staff.

### Responsibilities

- Develop and implement individual donor campaigns and appeals that meet or exceed organizational goals including managing the annual campaign, spring campaign, and end-of-year campaigns
- Implement compelling donor journeys through moves management to increase annual contributions by current donors
- Lead planning and strategy for donor acquisition, engagement, and retention through agreed Digital and traditional channels
- Responsible for managing and maintaining individual and major donor information in a database campaign platform
- Build proficiency in donor database and track donor relationship information accurately for reporting purposes including dashboard and tracked progress towards department fundraising goals
- Serves as lead contact for individual and major donor relationships and internal departments

- Develop a strategy for cyclical planned giving program, annual and recurring donor giving, and lead building for major donor pipeline
- Contribute to and support senior leadership and other team and departmental work as appropriate

#### **Requirements & Qualifications**

- BA preferred with a minimum of 5+ years of increasingly greater responsibility in fundraising or communications at a nonprofit; or a combination of professional experience with a fundraising/communications background
- Project management skills and experience preferred
- Exceptional skills in the areas of organization, attention to detail, time management, ability to manage multiple tasks, define and set priorities and creatively problem solve
- Ability to successfully prioritize and manage multiple tasks efficiently, as well as managing and completing follow-up
- Detail-oriented with high expectations of the quality of work produced
- 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
- Previous customer/member or donor interface experience desired
- Proficient with Microsoft Word, Outlook, and Excel; prior experience with donor databases and design software a plus, database management experience and Microsoft suite proficiency a plus
- Prior fundraising, grant writing, and/or relationship management experience a plus

**To apply send cover letter and resume to [hr@maa.org](mailto:hr@maa.org)**

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