**Job Ad: Development and Governance Associate**

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, DC location.

**Job Summary**
The Development and Governance Associate provides coordination and administrative support to the Development department and to the MAA Board of Directors Secretary.

**Job Responsibilities**
To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. Other duties may be assigned as needs arise.

**Development**
- Assist with annual appeal mailings and event invitations and manage RSVPs
- Coordinate with MAA Service Center to make follow-up appeal calls
- Create and update Development Team SOPs
- Process donor acknowledgements and gift fulfillment
- Maintain CRM database to ensure donor data integrity
- Maintain e-files and hard copy fundraising files

**Governance**
- Provide administrative support to the MAA Board Secretary for committees, Board of Directors meetings and award ceremonies.
- Provide support to the MAA Executive Director on Governance issues.
- Prepare all agendas and materials for all Committee and Council, and Board meetings
- Coordinate membership and website posting of MAA committees and edit/compose/reply letters/emails and correspond to members as necessary
- Coordinate awards by verifying and posting awards, as well as collecting, organizing and editing text pertaining to MAA award ceremonies; prepare prize booklets for national meetings.

**Minimum Qualifications**
To perform this job successfully, an individual should possess the knowledge, skills, and abilities, education, training and/or work experience listed here.

**Education**
- Bachelor’s degree preferred.
- Experience in a non-profit organizational environment preferred.

**Experience**
- 2-3 years relevant high-level administrative experience required
- 1-2 years of development/fundraising experience preferred
- Experience using CRM systems
- Experience working with an executive or supporting a Board member, highly desirable

**Knowledge, Skills, and Abilities**
- Strong attention to detail and follow-through
- Strong planning and organizing skills
- Exceptional writing skills and strong grammatical skills
- Must exhibit the highest level of integrity and with demonstrated ability to exercise sound judgement
- Easy collaborator with others and also can work well independently
- Ability to work seamlessly between two departments and managers
- Demonstrates the highest level of customer/client service and response

**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.

- Some lifting of files, boxes, stationary, not more than 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.

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

To apply please send cover letter, resume and writing sample to hr@maa.org
The Mathematical Association is an Equal Opportunity Employer