



## **SENIOR DEVELOPMENT 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.

The MAA is seeking an ambitious and goal-oriented development professional looking to join a hardworking team. We are looking for an individual that is driven to produce results, skilled at balancing multiple projects and able to work effectively independently and as part of a team.

This individual should have a core understanding of fundraising best practices and be able to learn quickly. The ideal candidate will be able to implement development plans, meet quarterly and annual goals and grow into a thought leader capable of building out larger-scale strategies.

### **Responsibilities**

- Collaborate with the Executive Director and the external development team in the planning and implementation of fundraising strategies.
- Liaise with departments throughout the MAA to gather information relevant to fundraising.
- Maintain relationships with current funders and sponsors in order to ensure the fulfillment of benefits and sponsorship renewals.
- Maintain and monitor development calendar.
- Organize annual campaign:
  - Draft solicitation letters
  - Organize lists
  - Prepare mailings
  - Produce content for e-blasts
- Draft letters of intent, proposal, application and reports to foundation funders. Assemble supporting materials as required and manage the submission process.
- Conduct research on existing and potential funders.
- Work with Executive Director, the external development team, and the finance staff to process invoices, deposit checks and produce relevant reporting.

- Maintain donor database.
- Requires high degree of attention to detail.
- Ability to interface with a wide variety of people and display excellent Interpersonal skills
- Other responsibilities as assigned.

### **Qualifications**

- Self-motivator and creative problem-solver
- Collaborative and team oriented
- Excellent written and verbal communications skills
- Strong organizational skills: ability to prioritize, manage multiple projects, and meet all deadlines
- Proficient in Microsoft Office, database, and internet usage
- Experience using Personify CRM a plus
- 3+ years' nonprofit development experience

Salary Range: \$50,000 to \$65,000

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