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www.ams.org

Human Resources

OPEN POSITION
Development Officer
Development Department

The American Mathematical Society (AMS), founded in 1888, is a non-profit membership organization that promotes interest and research in mathematics through its publications, meetings, programs, services, advocacy, and outreach activities. The AMS has 30,000 members worldwide and offices in Rhode Island, Michigan, and Washington, DC.

We invite qualified candidates to apply for the position of Development Officer. This position is responsible for building the major and planned giving programs at the American Mathematical Society by proactively raising major outright gifts and deferred gifts. In partnership with staff and volunteer leadership, the Officer forms relationships with individual AMS members and constituents for the purpose of securing charitable gifts in support of the Society's mission and work. The Officer is results- and people-oriented with an ability to identify and integrate donor interests with AMS funding needs and priorities. The Development Officer reports to the Director of Development.

Come and be part of the team that supports and is dedicated to the mission of the AMS.

RESPONSIBILITIES:

- As a Development team member, build a major gifts and planned giving program to achieve ongoing growth of the philanthropic enterprise at the AMS
- Manage a portfolio of 200 major gift and planned giving prospects through the giving cycle from research and identification through engagement, solicitation, gift closure and stewardship focusing on gifts of \$10,000 and above
- Develop and implement a disciplined moves management system to build the donor pipeline through the systematic identification, engagement and stewardship of major gift and planned giving prospects
- Help create customized solicitation strategies and donor relations materials to engender new donor relationships and maintain support from existing donors
- Identify and leverage the talents of AMS members, volunteers, staff and others to facilitate the solicitation of donors and increase ongoing charitable support
- Work in conjunction with the Development Director in identifying and prioritizing new initiatives, needs, and opportunities that could benefit from development efforts
- Develop expertise in and persuasively communicate the Society's vision, mission, goals and fund offerings to its donors, constituents and the public in all appropriate settings
- Undertake special assignments on behalf of the AMS as requested

QUALIFICATIONS:

- Demonstrated success in soliciting and closing major gifts and securing bequest intentions
- Travel several times/year at regional and national levels to visit donors and attend AMS meetings
- Work effectively with donors, high level volunteers, AMS staff, and other community stakeholders
- Superior interpersonal, verbal and written communication skills
- Perceptive listener
- Competence with Microsoft Office Word, Excel, Outlook; computer and database literacy; social media

EDUCATION and/or EXPERIENCE:

- Bachelor of Liberal Arts degree from accredited college/university required; advanced degree preferred
- Minimum of seven years development experience, with 3 years' proven track record in major gifts
- Experience working with university faculty, particularly mathematicians, preferred

The AMS offers excellent benefits including competitive salaries, health and dental, very generous retirement plan contributions and investment options through TIAA-CREF, flexible spending benefit, generous paid leave, paid life insurance, flexible work hours to help provide work/life balance, pre-tax transportation benefit, free parking, a casual and relaxed work environment, computing benefit, tuition assistance, professional development opportunities and much more.

To apply go to: https://workforcenow.adp.com/jobs/apply/posting.html?client=amsocie&jobId=46106&lang=en_US&source=CC3

Posting Date: 10/3/2017

Closing Date: Until Filled

EQUAL OPPORTUNITY EMPLOYER — AFFIRMATIVE ACTION EMPLOYER