

OPEN POSITION

**Director of Development
Executive Director Department**

The American Mathematical Society (AMS), founded in 1888, is a non-profit membership organization that is dedicated to advancing research and connecting the diverse global mathematical community through our publications, meetings and conferences, MathSciNet, professional services, advocacy, and awareness programs. The AMS has 30,000 members worldwide and offices in Rhode Island, Michigan, and Washington, DC.

The AMS invites qualified candidates to apply for the position of Director of Development, located in our Providence, RI headquarters. The Director of Development is responsible for planning, implementing, and evaluating the comprehensive fundraising strategy for the American Mathematical Society (AMS). In partnership with the AMS staff and volunteer leadership, the Director forms relationships with individual donors, members, volunteers, staff and friends of the Society for the purpose of securing charitable gifts in support of the Society's mission and work. The Director of Development reports to the Executive Director. Come be part of an extraordinary collection of talent who support the Society's extensive activities.

Here are some of the responsibilities associated with this position:

- Articulate the vision, mission, goals and core values of the AMS to its donors, constituents, and the public.
- Further develop our prospect management system to continually identify prospective donors. Identify and cultivate new prospects.
- Manage a portfolio of major gift and planned giving prospects through the giving cycle from research and identification, through cultivation, solicitation, gift closure, and stewardship.
- Nurture current donors by servicing existing and establishing new benefits, privileges, recognition, acknowledgements, and incentives for donors in order to maintain and improve relations.
- Travel as needed to special events, board meetings, annual Joint Mathematics Meeting and to visit existing and prospective donors.
- Work closely with the Executive Director, senior staff, and the governance to identify and address Society initiatives, needs, and opportunities that could benefit from development efforts.
- Monitor and update AMS Gift Policies and associated procedures and guidelines.
- Provide comprehensive planning, budgeting, and implementation of development activities.
- Follow development and agency-wide reporting processes to monitor, evaluate, and report on the progress of fundraising efforts and prepare required indicator and financial reports.
- Ensure gift recording and acknowledgement processes comply with national requirements and supervise the department's donor recognition programs.
- Supervise, monitor, and evaluate the performance of Development staff.

Do you have what it takes to be successful in this position?

- Bachelor's degree from accredited college/university; advanced degree preferred
- Minimum of five years development experience, preferably in a college/university setting
- Experience working with university faculty, particularly scientists, desired
- Demonstrated experience in strategic program oversight and management; demonstrated success in soliciting and closing major gifts
- Supervisory experience in leading and managing staff
- Prior experience working effectively with high level volunteers and managing volunteer committees
- Organizational and interdepartmental project development and management experience
- Superior interpersonal, verbal, and written communication skills

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

Apply today at: https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=677fa3ee-adfc-4920-ba08-163a06e8f228&ccid=19000101_000001&jobId=312182&source=CC3&lang=en_US

The American Mathematical Society is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.