



Job Description

Job Title:	Director of Development
Reports To:	Executive Director
FLSA Status	Exempt
Date Prepared	April 2018

Job Summary

The Director of Development is responsible for developing and managing the strategic plan for development and fundraising at the Mathematical Association of America (MAA) in order to stimulate growth and develop a pipeline for new funding sources. This includes executing campaigns and targeted efforts, in alignment with organizational priorities for major gifts, corporate donations, grant solicitation, and in-kind resources to ensure continued funding for critical programs. The Director works closely with the Executive Director and the Board of Directors in all development and fundraising endeavors.

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 to meet business needs.

- Develop, implement, and manage MAA's strategic development plan and fundraising campaigns.
- Cultivate and maintain relationships with donors and supporters; develop and implement effective communication avenues to engage constituents.
 - Maintain the gift recognition program.
- Develop, implement, and maintain major gifts and planned giving programs to include the identification, cultivation, and solicitation of major donors.
 - Conduct rigorous prospect identification to stimulate growth through the use of research tools to develop a pipeline for new funding sources.
- Develop, measure, monitor, evaluate and report on the effectiveness of development activities and fundraising programs.
- Develop and manage the implementation fundraising policies.
- Oversee MAA's fundraising campaign program including, but not limited to communications, mailings and special events.
- Plan and attend MAA Development Committee meetings.
- Oversee development and fundraising databases and tracking systems.
- Oversee the activities of Development staff.
- Other duties as assigned, aligned with the strategic objectives of the MAA.

Minimum Qualifications

To perform this job successfully, an individual should possess the knowledge, skills, and abilities listed and meet the amount of education, training and/or work experience required.

Education

- Bachelors degree, required



Experience

- 7+ years of development/fundraising experience, required
- Non-profit/trade association experience, required
- Budget management experience, required
- Supervisory experience, required
- Experience in association management software (e.g. Personify), desirable

Knowledge, Skills, and Abilities

- Extensive knowledge of fundraising management and federal/state legislations.
- Knowledge of research tools to cultivate prospective funding sources.
- Data driven decision maker, uses data to make informed recommendations and decisions.
- Experience in leading, organizing, and coordinating departmental operations and cross-departmental project/.
- Ability to develop and manage budgets.
- Exceptional people management skills, ability to empower staff and assist with their professional growth.
- Ability to work creatively, accurately and efficiently
- Work independently and as a member of a team
- Excellent interpersonal, written and verbal communication skills
- Willingness to learn new technology systems
- Strong Microsoft Office skills

Working Conditions

- General office environment
- May required occasional evening and weekend work
- Domestic travel, <10%

This job description should not be construed to imply that these requirements are the only standards for the position. Incumbents will follow any other instructions and perform any other related duties as may be required. MAA has the right to revise this job description at any time. MAA is an “at will” employer and as such, neither this job description nor your signature constitutes any form of contractual arrangement between you and MAA.

By signing below, I acknowledge receipt of a copy of the job description and understand the scope of my responsibilities.

Employee’s Signature	Date:
Manager’s Signature	Date:

Equal Opportunity Employer