



Position: Associate Director of Development (Full-time Exempt)

Reports to: Director of Development

Location: 17 Gauss Way
Berkeley, CA 94720-5070

Position Overview

The Mathematical Sciences Research Institute (MSRI) in Berkeley seeks an ambitious, enthusiastic, team-oriented, experienced fundraising professional to become MSRI's Associate Director of Development. The ideal candidate will possess excellent organizational, interpersonal, oral and written communication skills and will have an interest in major gifts fundraising and a background in events management. The Associate Director will support the Development Director and will work closely with the Development Assistant. He/she will be responsible for maintaining and developing MSRI's Annual Fund Program and gift clubs.

Essential Duties and Responsibilities

- Organize annual fundraising campaign (including direct mail and email solicitations)
- Develop and deploy stewardship for giving club donors
- Supervise gift processing & acknowledgments
- Organize eight - ten donor appreciation & cultivation events per year
- Grant writing & Reporting
- Perform prospect research (foundations & individuals)
- Perform other activities as may be required

Qualifications

The successful candidate will work well in a collaborative environment, be resourceful, focused, and a detail-oriented, highly organized, self-starter, capable of taking direction but working independently and collaboratively within a team.

- A Bachelor's Degree is required;
- A minimum of three years development experience working with annual giving level donors and prospects, and managing development events
- An orientation toward major gift fundraising; experience in this area is desirable
- Excellent interpersonal, communication, and organizational skills
- Enthusiasm for the mission of MSRI as a premier international research center, and a resource for math education and the public understanding of mathematics
- Experience with Raiser's Edge donor database software or similar; knowledge of RENXT a plus.
- Demonstrated familiarity with prospect research tools
- Willingness to travel

About MSRI

The Mathematical Sciences Research Institute (MSRI) is one of the world's preeminent centers for collaborative research. A Board of Trustees, composed of accomplished business and academic leaders, currently including both a Nobel Prize winner and a Breakthrough Prize winner, oversees the Institute's strategy, and assures its operational and financial welfare. A committee of ten renowned mathematical scientists governs the Institute's scientific program providing a vision of the field that is perpetually renewed.

MSRI has been advancing knowledge through advanced mathematical research since 1982, and has enjoyed the continuous core support from the National Science Foundation (NSF) throughout that time. The Institute hosts some 1700 mathematicians each year, for stays of up to one academic year. The intense research-level activity serves researchers from the postdoctoral stage through the most renowned and senior professors. In addition, the Institute has programs for graduate students, programs in mathematics education, and an array of programs to help the general public experience the pleasures, as well as the importance, of mathematics.

Though MSRI is an independent 501(c)3 corporation, MSRI's Director is also a Professor at the University of California, Berkeley, which donates 100% of his time to the running of the Institute. MSRI takes advantage of its close proximity to the University and to Lawrence Berkeley National Laboratory, and also collaborates nationally with organizations such as the Chicago Mercantile Exchange and the Howard Hughes Medical Institute. The Institute's prize-winning, purpose-designed forty-eight-thousand-foot building enjoys spectacular views of the San Francisco Bay.

MSRI has become a model for institutes around the world, and its reputation is such that mathematicians from far and wide make it a professional priority to participate in the Institute's programs. A sense of the activity and physical plant of MSRI can be had through the short video at <http://vimeo.com/65172787>.

Nearly half of the Institute's \$9.3M annual budget now comes from individual donors, foundations, corporations and academic institutions. MSRI successfully completed a \$12M capital campaign in 2006 to add a new wing to the building, and a \$15M Endowment campaign in 2013. The endowment is currently \$21M.

**This is a full-time, exempt position with a competitive benefits package.
Salary \$60,000 - \$80,000 annually, depending on experience**

Applying for this position

Please submit, in MS Word or Adobe Acrobat file format, the following 4 items of information addressed to Personnel by email to personnel-hr@msri.org. Only complete applications will be considered.

- Cover letter
- Resume
- Three business references