



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

Reports to: Director for Advancement & External Relations

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 Assistant/ Associate Director of Development. The ideal candidate will possess excellent organizational, interpersonal, oral and written communication skills and will have an interest in major gift fundraising and a background in events management. The Assistant/Associate Director of Development will support the Director for Advancement & External Relations, will work closely with the Development Assistant, and will be responsible for maintaining and developing MSRI's Annual Fund Program and gift clubs.

### **Essential Duties and Responsibilities**

- Actively participate in developing strategy for fundraising
- Responsible for the identification, cultivation, solicitation, and stewardship of annual gift-level prospective donors
- Organize annual fundraising campaign (including direct mail and email solicitations)
- Develop and deploy stewardship for giving club donors
- Assist with gift acknowledgments
- Organize eight to ten donor appreciation & cultivation events per year (three Museions, three Math Lovers Forums, and regional cultivation & stewardship events)
- Maintain a portfolio of 100-125 donor prospects, and make 10 individual visits per month
- Assist the Director for Advancement & External Relations with special projects
- 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.

### **Required skills**

- 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
- 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
- Willingness to travel

## Preferred skills

- Experience with Salesforce donor database software or similar
- Experience with grant writing to secure funding from private foundations a plus
- Experience in major gift fundraising
- Familiarity with prospect research tools

## 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 square 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 \$10.5M 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 \$27M.

**This is a full-time, exempt position with a competitive benefits package.  
Salary \$90,000 - \$110,000 annually, depending on experience**

## Applying for this position

Please submit, in MS Word or Adobe Acrobat file format, the following four items of information addressed to Personnel by email to [personnel@msri.org](mailto:personnel@msri.org). Only complete applications will be considered.

- Cover letter
- Resume
- Writing sample
- Three business references