

Senior Major Gifts Officer

The American Association for the Advancement of Science

Washington, D.C.

Salary: \$130,000

BACKGROUND

The Organization

The American Association for the Advancement of Science (AAAS) is the world's largest multidisciplinary scientific society and a leading publisher of cutting-edge research through its Science family of journals. Established in 1848, AAAS has become an international nonprofit 501(3)c organization dedicated to advancing science, engineering, and innovation throughout the world for the benefit of all, with members in over 91 countries.

In addition to being the nonprofit publisher of five world-renowned journals, in recent years AAAS has been called upon more frequently and urgently to protect the conditions for science and innovation to thrive. These activities include countering dis- and misinformation on issues ranging from climate change to vaccine safety, speaking up for the critical need for federal funding of basic research, providing support for policymakers to make evidence-based decisions, and building science-based ties across nations.

To develop and expand these efforts, AAAS has experienced a period of unprecedented programmatic growth over the last 5 years. To meet the demand for our work and to meet significant needs for more flexible resources to support organizational capacity and innovation, the Development team has expanded in number and scope.

The Position

The Senior Major Gifts Officer position is a dynamic opportunity for a skilled fundraising professional who is passionate about advancing science to drive impact at a world-renowned organization at the forefront of change.

In this role, you will join our dedicated Advancement team, reporting to the Senior Director of Individual Philanthropy, and will play a key role in building relationships with AAAS members, Elected Fellows, and other leaders in the science and philanthropy communities to secure unrestricted and programmatic funding.

ROLE OVERVIEW

Donor Relationship Management

- Manage a national portfolio of approximately 120 prospects and donors, with a goal of retaining current major gift donors and qualifying new donors, with a focus on soliciting gifts of \$25,000+ for programmatic and unrestricted support.
- Lead prospective and existing donors through all aspects of the gift cycle.
- Travel both regionally and nationally to complete a target number of prospect/donor visits and solicitations each year.
- Contribute to the philanthropy team's annual fundraising goal of \$12M.

Collaborative Fundraising & Team Support

- Work collaboratively with advancement and program colleagues on major gift activities germane to their subject area or department.
- Participate in and support the fundraising efforts of program staff and help to instill an organizational culture of philanthropy.

Strategic Engagement & Donor Communications

- Cultivate ongoing relationships with donors and prospects to ensure an understanding of their philanthropic interests and alignment with the mission and priorities of AAAS.
- Develop content for various types of donor engagements and contribute to organizational communications as needed, ensuring high quality, readability, and consistent voice in the materials.
- Help prepare senior leadership for prospect meetings, including the creation of a tailored donor strategy, talking points, and cultivation materials.

Stewardship & Recognition

- Support the development and execution of giving society recognition opportunities and stewardship activities.
- Organize, in partnership with other philanthropy staff, small- and medium-scale events to cultivate and recognize donors.

Performance Tracking & Reporting

- Track solicitation amounts, anticipated gifts, pledges, and income, and provide regular revenue and cash flow updates on projections versus results.
- Manage prospects, portfolio, and reports in Raiser's Edge, including contact reporting, action tracking, and financial analyses.

THE IDEAL CANDIDATE

The ideal candidate for the Senior Major Gifts Officer position possesses the following competencies:

Action Oriented Taking on new opportunities and challenges with a sense of urgency, energy, and enthusiasm.	Drives Results Consistently achieving results, even under variable circumstances.	Drives Vision & Purpose Painting a compelling picture of the vision and strategy that motivates others to action.
Communicates Effectively Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.	Persuades Using compelling narratives to gain the support and commitment of others.	Manages Workflow Providing direction, delegating, and removing obstacles to get work done.

THE IDEAL CANDIDATE (cont.)

Additional Qualifications

- **Nonprofit Fundraising Experience:** Minimum eight (8) years of direct experience building and leading fundraising activities through individual, foundation, and corporate donations in the areas of academia, scientific or medical research, public policy, or related fields.
- **Major Gift Solicitation Experience:** A minimum of 5 years of experience in soliciting and securing five- and six-figure gifts from individual donors is a must. Demonstrated success identifying and cultivating new prospects, converting prospects to donors, and maintaining multiple donor relationships.
- **CRM Proficiency:** Proficiency with use of fundraising databases is required for managing prospects, portfolio, and reports efficiently; Raiser's Edge experience a plus.
- **Autonomy and Flexibility:** The ability to work independently, prioritize, multi-task, and meet deadlines without extensive back-office support.
- Exceptional interpersonal skills and the ability to engage and build relationships with donors, prospects, and stakeholders.
- Excellent oral and written communication skills; ability to craft compelling, influential fundraising communication.
- Experience establishing, monitoring, and meeting short-term and long-term revenue goals

Travel: Approximately 40% domestic travel required for conducting prospect/donor visits regionally and nationally, often with the autonomy to determine your own travel schedule.

WHO WE ARE

Work Environment

AAAS has a hybrid work environment in the headquarter offices located in downtown Washington, DC.

Equal Opportunity Statement

AAAS is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sexual orientation, gender, gender identity, national origin, age, disability, veteran status, or other protected category. AAAS uses E-Verify to confirm the employment eligibility of all newly hired employees. No visa sponsorship is available for this position.

COMPENSATION AND BENEFITS

The anticipated initial rate of compensation for this position is \$130,000 per year. AAAS currently provides the following benefits for this position: paid vacation leave, paid sick leave, paid holidays, health insurance, flexible spending account, dental insurance, life insurance, vision insurance, retirement benefits, short- and long-term disability, each subject to the terms of the applicable program. Additional benefits may apply.

TIMELINE AND NEXT STEPS

If you are interested in this position, please [click here](#). All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above. If you are selected to move forward for an initial screening call, we expect you to hear from us by May.

Yasmine Coccoli
Talent Consultant
ycoccoli@drgtalent.com

Sherry Ettleson
Principal
settleson@drgtalent.com

Bee Smith
Senior Associate
gsmith@drgtalent.com

[Submit an application](#)