

## **Summary**

Title: Development Manager

Organization: American Association of Physics Teachers

Job Type: Part-Time Exempt (salaried)

Posting Date:

Location: College Park, MD but we allow remote working with restrictions

Compensation: \$30,000

## **Description**

The part-time AAPT Development Manager will join the AAPT at an exciting time as the association scales its fundraising program. The position will help the CEO by identifying fundraising opportunities, developing relationships with potential donors within and beyond AAPT members, and managing an annual development plan which includes fundraising appeals and communications. The ideal AAPT Development Manager will be highly motivated, professional, organized, and possess curiosity and a willingness to learn. In addition, the Development Manager must exhibit alignment with AAPT's mission and demonstrate an exceptional drive to further AAPT's existing fundraising efforts and help strategize and deliver new ones focused on individual donors.

## **Objectives of this Role**

- Promote awareness of the AAPT's mission and programs.
- Help to grow philanthropic revenue by identifying new fundraising opportunities, specifically among individual donors.
- Cultivate a network of dedicated donors and volunteers from the membership base.
- Plan and execute fundraising initiatives around individual donors to help AAPT meet financial goals.
- Help to maintain and grow an accurate donor database ensuring appropriate tracking and accounting of gifts
- Oversee timely donor acknowledgments and thank you letters
- Drive and execute consistent donor communications to share inspiring updates on AAPT's work
- Prepare monthly fundraising reports for the CEO and AAPT Board
- Foster long-term relationships between AAPT and its donors and promote positive attitudes toward giving.

- In collaboration with the CEO and AAPT team, implement an effective and comprehensive annual giving program that includes direct mail, electronic fundraising, honor and memorial gifts, online giving days, and giving societies.
- Work in collaboration with the AAPT team on virtual and in-person donor recognition events and stewardship opportunities in key geographic areas.
- Serve as an in-house fundraising resource for AAPT programs, services, Board, and staff including providing education about fundraising.

## **Organizational Overview**

We are the American Association of Physics Teachers. Our mission is to advance physics teaching and learning by serving as the trusted hub for valued resources and programs, facilitating strong professional networks, and supporting members to advocate for physics education. AAPT aspires to create a future where the understanding of physics is driven by a vibrant, diverse, and empowered community of educators, researchers, and learners, which increasingly benefits the world.

The American Association of Physics Teachers is a 501(c)(3) membership corporation. AAPT is an international organization for physics educators, physicists, and industrial scientists—with members worldwide. AAPT provides awards, publications, and programs that encourage teaching practical application of physics principles, support continuing professional development, and rewards excellence in physics education. AAPT was founded in 1930 and is headquartered in the American Center for Physics in College Park, Maryland. For more information, see [aapt.org](http://aapt.org).

## **Responsibilities**

- Identify and cultivate individuals who may be interested in gift-giving that aligns with AAPT's mission and strategic goals.
- Effectively convey the AAPT's mission, vision, and programs to potential donors.
- Strategize and successfully execute fundraising campaigns and initiatives to raise funds for specific projects, awards, and activities.
- Organize fundraising events while overseeing teams of volunteers from the membership base.
- Manage a budget and track whether fundraising goals are being met.
- Evaluate AAPT's development activities involving donors and assist in developing criteria for success.

## **Qualifications**

- A minimum of three years of fundraising, sales, or marketing experience.
- Exceptional communication and relationship-building skills.
- Ability to lead and motivate colleagues and volunteers.
- Strong attention to detail.
- High level of credibility and integrity.
- Comfortable working in a small office environment; hands-on work style and approach.
- Self-starter, proactive, and persistent as well as able to assume initiative and is flexible and resourceful.
- Adept at managing tasks, planning events, and balancing priorities.
- Strong, demonstrated skills in verbal and written communications, interpersonal relationship building, public speaking, and negotiation.

### **Preferred Qualifications**

- Bachelor's degree in communications, business, public relations, or a related field.
- Certificate in Fundraising, Diploma in Fundraising, or similar qualification.
- Competence in Microsoft Office suite and donor management systems.
- Experience writing press releases and/or fundraising letters.

### **Why Work for AAPT?**

AAPT wants you to love working at the Association, and we have a workplace culture that supports that goal. With a small, friendly staff and our commitment to ongoing learning and development, we work hard to make sure AAPT is a rewarding place to work. Did we mention that you will work with amazingly talented colleagues in a variety of departments?

For part-time positions, we offer competitive pay, commuter benefits, teleworking, and free parking.

This position has the option for remote work with a preference for candidates in the Washington, D.C. area. Candidates from California will not be considered.

### **To Apply**

We would like you to apply even if your experience is not a 100% match with the position description; we will consider people from a variety of backgrounds and career experiences. Simply email your cover letter and resume to Beth Cunningham, AAPT CEO, at [eo@aapt.org](mailto:eo@aapt.org) with "AAPT – Development Manager Application" as the subject of the email. Please include your resume as a Word or PDF attachment to the email and paste your cover letter in the body of your email.

We encourage and invite people from diverse backgrounds to apply and join our team. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, creed, marital status, gender identity or expression, political affiliation, personal appearance, national origin, ancestry, protected veteran status, or physical or mental disability. This position may require pre-employment screening potentially including a criminal background check, verification of academic credentials, licenses, certifications, and/or verification of work history. We also require all employees to be fully vaccinated against COVID-19.