Join our team!

The AADC is seeking an Associate Director of Development who is passionate about women's empowerment to join in advancing our mission.

Become part of a vibrant alumnae association and an advocate for women's leadership and lifelong learning.

The Associate Alumnae of Douglass College (AADC) is an independent 501(c)(3) organization. The AADC develops and promotes connections among Douglass alumnae by providing programs, services, networks, and life-long learning opportunities that represent the interests and needs of our diverse alumnae. The AADC provides prudent stewardship of the Douglass Fund and other endowed funds held by the AADC for the benefit of Douglass; distributions from these funds contribute financial support to Douglass and her students.

The Associate Director of Development provides administrative, operational, constituent relations and research support for all of the organization's fundraising efforts. Duties pertain to donor cultivation, recognition and stewardship, and include grant writing, event planning and volunteer coordination. This professional works closely with the Executive Director to coordinate individual and group donor cultivation strategies and assists in promoting the Annual Appeal, planned giving opportunities and foundation and corporate sponsorships.

This is a hands-on role for someone who enjoys both people and process. The position requires leadership and communications skills as well as a strong belief in and dedication to the Associate Alumnae mission.

The Associate Director of Development will join a committed team of professionals to assist in raising funds, cultivating relationships, and discovering new partners as part of a strategic plan focused on growth and success.

Required Skills

- Must be an active listener, results oriented, driven, with a positive attitude, and demonstrated ability to follow through on commitments.
- Must enjoy collaborating with smart and caring volunteer leaders and colleagues who are committed to women's education and leadership.
- Skilled in effective use of applicable technology / systems including donor base data systems and CMS platforms.
- Demonstrated success in constituent relations.
- Possesses excellent written and oral communication skills.
- Have strategic and analytical thinking skills coupled with the ability to solve problems and make decisions.

- Demonstrates the ability to work independently, manage multiple projects effectively, and maintain a high degree of professionalism and confidentiality in a team-oriented, complex environment.

Required Education and Experience

- Bachelors degree required.
- Three to five years of non-profit professional work experience or related profession.
- Willingness to learn applicable philanthropic trends, regulations, and laws.

Preferred Education and Experience

- One or more year of managing major gift prospects, or equivalent fundraising experience.
- CFRE certification.
- Experience with Donor Perfect constituent management software, Microsoft Office, Microsoft Teams, and Constant Contact software.
- Event planning experience a plus.

How To Apply

Please email resume, cover letter, and salary requirements to ecotter@douglassalumnae.org. Applicant review will continue until the position is filled. Please indicate “Associate Director of Development” in the subject line.

The AADC is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law or policy.