

**Position Title:** Development and Special Projects Manager

**Location:** Rockville, Maryland

**Status:** Exempt, 37.5 hours/week

**Reports to:** Executive Director

**Date:** July 2018

**Primary Function:**

The American Society of Human Genetics (ASHG) seeks a **Development and Special Projects Manager** to help the Society strengthen relations and program opportunities with potential industry, academic and foundation partners; define and develop fundable programs; strengthen ASHG's existing individual giving program; and undertake other special projects as needed. Reporting to and working closely with the Executive Director, the Manager will help the Society develop and invest in programs that advance the understanding and application of human genetics; support the next generation of skilled, diverse scientists and clinicians worldwide; and build greater public awareness about the progress and potential of human genetics. The position requires a strong communicator and thinker with sound professional judgment; excellent interpersonal skills and tact; entrepreneurial energy; and enthusiasm to advance science in tangible ways. The position will have substantial visibility with external audiences; breadth of exposure on organizational topics as well as corporate and foundation relations and individual giving; and interaction with volunteers and staff across the organization. Some travel may be required.

**Major Duties and Responsibilities**

1. Program Development & Definition

- With input from the Executive Director and relevant department staff, help define and write brief case statements and concept papers that outline fundable programmatic partnership opportunities in public education, outreach and information; support for underrepresented U.S. and international researchers; professional education and training; and/or other priority areas as identified.
- Collaborate with departments and the finance team to develop budget parameters for programs and partnerships.
- Work closely with the membership department to help conceptualize and grow a corporate membership program.

2. Research, Relationship-Building and Donor Relations

- Research a wide range of foundations and industry partners with interest in supporting public education, outreach and training activities, and identify potential partnership opportunities.
- Work closely with colleagues and volunteers who may interact regularly with exhibitors, advertisers, and others to build and manage diverse ASHG contact with these groups, align outreach, avoid conflicts, and encourage collaboration and growth strategies.

- Create and monitor prospect and donor lists and ensure periodic communication and updates to prospects and active donors.
3. Project Management, Writing & Development
- Help drive promising contacts from possibility to action and positive outcomes.
  - Draft letters of introduction; help set and attend key meetings; pursue follow-up activities
  - Submit required online information/grant requests
  - Project manage proposal development working with department colleagues
  - Other special projects as identified by Executive Director.

### **Qualifications**

- Bachelor's degree required preferably in communications, English, journalism, political science, psychology, or other field that emphasizes effective writing, analysis, and persuasive communication.
- 3-5 years of professional experience in development, communications, marketing, advocacy and/or sales, preferably in a nonprofit and/or association environment. Scientific society experience a plus.
- Excellent written, oral and interpersonal communications skills; comfortable reaching out to and interacting with others.
- Strong organizational and project management skills. Attention to detail.
- Sound professional judgment and discretion.
- Team-orientation and a desire to work collaboratively to accomplish organizational goals.
- Able to manage multiple priorities, seek feedback and adjust project plans based emerging needs.

### **About ASHG**

ASHG is a dynamic professional community of human genetics researchers, clinicians and other specialists who work at the leading edge of discovery, generating new genetic knowledge and translating it rapidly to improve human health and well-being. A non-profit founded in 1948, ASHG has thousands of members worldwide; hosts more than 7,500 attendees annually at the world's largest genetics and genomics meeting; publishes one of the field's most respected journals; and undertakes a growing array of public outreach, education, policy and advocacy programs throughout the year. ASHG is a dynamic and healthy organization with 23 staff, an annual budget of approximately \$7 million, and substantial reserves.

ASHG offices are in lower Rockville/North Bethesda, with easy access to Metro, I-495 and I-270 exits, and amenities. We offer a work environment with a great mission, collegial team, and professional trust and respect. We also offer a competitive salary and excellent benefits, including flexible schedules and a telework policy; a generous 403(b) pension plan; and excellent vacation, medical and dental plans.

For information about ASHG, please visit: <http://www.ashg.org>

To apply, please visit [www.faseb.org/employment](http://www.faseb.org/employment) . Submit a resume and cover letter with salary requirements a cover letter with salary requirements.

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