



AMERICAN POLITICAL SCIENCE ASSOCIATION (APSA) POSITION ANNOUNCEMENT

ABOUT APSA

The American Political Science Association (APSA) is a 501(c)3 nonprofit scholarly association that serves a membership base of 12,000 in over 80 countries. With a range of programs and services for individuals, departments and institutions, APSA is committed to transparency, open enquiry, scholarly pluralism, high standards of ethics and integrity, and a global perspective. To learn more about APSA, please visit www.apsanet.org.

APSA offers a comprehensive compensation and benefits package and has a Metro-accessible location in DuPont Circle in Washington, DC, with a full-time staff of over 30. In compliance with the CDC and DC guidelines regarding the Covid-19 pandemic, the APSA staff is working remotely until further notice. APSA is an equal opportunity employer committed to workplace diversity and welcomes applications from anyone with the qualifications indicated below.

ABOUT YOU

APSA is seeking candidates for the position of **Associate, Awards & Development**. The Associate is a key member of the Association's Development team and is responsible for ensuring smooth program administration, providing excellent member support, providing departmental support, and implementing activities to meet annual development goals. The Associate provides administrative support and management for a wide range of APSA programs, awards, and grants including creating and implementing program communications in consultation with web and communications staff to support visibility and use of APSA programs by members of the profession (newsletter blurbs, blog posts, etc.). The associate maintains up to date program data and records, including receipt of grantee follow up reporting, and produces regular reports on program use and outcomes.

This is a Full-time nonexempt position.

ESSENTIAL RESPONSIBILITIES

- Works with Associate Development Director to meet annual goals for individual giving, planned giving, and institutional and corporate development to support APSA programs and activities (including endowment funds supporting awards and travel grants).
- Conducts donor research and maintains up to date records and development lists.
- Works with Associate Director on the Association's annual giving campaign and produces regular reports on donations.
- Coordinates donor thank you letters for Executive Director and other development-related correspondence
 - Involves heavy use of Adobe Acrobat and mail merge.
- Provides support for foundation and other grant applications and assists with development/fundraising events throughout the year as needed.
- Supports marketing, promotion and development efforts for a range of diversity, equity, and inclusion focused initiatives including workshops, scholarships, awards and grants.
- Acts as main point of communication for ~30 award committees – creates and manages nomination forms, delivers materials for the selection process, and receives notice of all committee decisions.
- Records award winners and solicits necessary payment information and marketing communication (MARCOM) materials.
- Coordinates, plans, and executes the annual Awards Ceremony.
 - Includes writing scripts, designing PowerPoint presentation, sending invitations, creating seating charts, producing award certificates, etc.
- Supports Annual Meeting and Teaching and Learning Conference (TLC) exhibitors, sponsors, and advertisers.

- Includes circulating forms, directing questions to Freeman/event management, collecting MARCOM materials, etc.
- Invoices the aforementioned parties and tracks payment activity.
- Conducts booth selection on the penultimate day of each Annual Meeting.
- Organizes exhibitor registration both pre-conference and onsite.
- Coordinates the application processes for travel grants to both the APSA Annual Meeting and TLC, working with applicants to ensure timely, efficient, and accurate processing of these programs.
 - Includes creating submission forms, publicizing the programs, overseeing the internal allocation process, etc.
- Collaborates with the finance department to process grantee payment request forms.
- Perform other duties as assigned.

ESSENTIAL SKILLS & EXPERIENCE

- Bachelor's degree required. Major in political science or related field preferred.
- Two (2) or more years of related work and/or volunteer experience in a nonprofit organization especially in grants management, development, fundraising and event planning required.
- Experience in Diversity, Equity and Inclusion (DEI) focused development a plus.
- Strong analytic skills including knowledge of Excel, Adobe and PowerPoint.
- Strong organizational skills and attention to detail is essential.
- Ability to communicate effectively with others in person and in writing.
- Ability to work independently and as a member of a team.
- Ability to set priorities and meet deadlines.
- Excellent computer skills and knowledge of data base programs.

HOW TO APPLY

To be considered, submit your (1) resume with (2) cover letter indicating how your experience and skills align with the description of this position and the essential skills required of the position. **Send all documents as PDF attachments to hr@apsanet.org. Please include "Associate, Awards & Development" in the email subject line.** Consideration will begin as soon as resumes are received, and the position will remain open until filled.