

# American Trauma Society – Senior Development Specialist (ASMI Program Coordinator)

## General

The American Trauma Society (ATS), home of the Trauma Survivors Network (TSN), is located in Falls Church, VA. We're seeking a development professional with a demonstrated history of success in fundraising, donor management, grant writing, and related experience. This role is ideal for someone seeking a fulfilling opportunity to use their skills and experience to advance trauma systems of care and support survivors. The ideal candidate is someone with a minimum of 5 years of experience.

## About the ATS

For over 55 years, the ATS has served as an advocate for trauma care systems, trauma prevention, trauma survivors and their families throughout the United States. Our mission is "Saving Lives. Improving Care. Empowering Survivors." Our shared vision is "a world without preventable injuries where survivors thrive". To learn more about the ATS-TSN, click [here](#).

## About ASMI

The ATS is managed by the Association and Society Management International (ASMI) which serves 10 not-for-profit organizations that specialize in trauma systems, emergency medical services (EMS), homeland security / emergency management, and other fields. To learn more about ASMI click [here](#).

## About the Position

This Senior Development Specialist will focus on building long-term donor relationships, driving fundraising efforts, and mentoring team members. Key responsibilities include:

- Managing donor relationships, and communications.
- Coordinating fundraising campaigns and events.
- Writing grant proposals and reports.
- Maintaining our donor database.
- Analyzing fundraising data and preparing reports.
- Collaborating with the Executive Director on corporate sponsorship.

This position is a permanent, part-time employee of ASMI with room for growth into a full-time position. Work is supervised by the ASMI Executive Director for the ATS.

## Scope of Work

### Administrative:

- Prepare monthly reports and analytics.
- Create content for documents, presentations, and social media aligned with ATS-TSN communications.
- Coordinate with the ASMI accounting team on payments and deposits.
- Collaborate with the ATS-TSN team and support overall efforts.
- Work on improving processes

### Strategic Resource Development:

- Serve as the main contact for members, trauma centers, healthcare leaders, and businesses interested in supporting ATS-TSN.

- Build ATS-TSN's philanthropic capacity.
- Identify and maintain donor relationships.
- Oversee development and fundraising initiatives.

#### **Fundraising and Donor Management:**

- Develop and execute campaign strategies.
- Research donor prospects.
- Identify grant opportunities and manage grant writing.
- Manage the development of digital fundraising content in coordination with ATS-TSN communications.
- Track ATS-TSN's investment in fundraising and quantify returns.
- Focus on long-term relationships with donors..
- Maintain donor database and integrate with AMS system

#### **Event Management:**

- Plan and budget for events.
- Manage vendors, staff, and volunteers.
- Conduct post-event reviews to identify areas for improvement.

**Other Duties as Assigned:** May include member support, business development, or special projects based on employee's talents and interests.

#### **Position Requirements**

- Bachelor's degree required, with experience in healthcare, higher education, or not-for-profit organizations.
- Strong written and oral communication skills.
- Well-organized and detail-oriented with the ability to multi-task and adapt to changing priorities.
- Experience in fundraising, donor and grant management, and campaign execution is preferred.
- Proficiency in Microsoft Office (Outlook, Word, PowerPoint, Excel) and familiarity with database management.
- Experience with audio-visual equipment is a plus.
- Some travel is required for client meetings and work at ASMI headquarters in Falls Church, VA.

#### **Professional Accountability**

- Comply with ASMI policy for time tracking.
- Submit travel and expense reimbursement forms to include applicable allocation codes no later than 30 days post travel conclusion or expense incurrence.
- Consult supervisor as soon as competing priorities threaten completion of one or more tasks by the established internal or external deadline.
- If the position is eligible for telecommuting: notify supervisor about short term absences during normal business/scheduled hours that are due to travel or not associated with vacation, sick, or other leave requests.
- Maintain client work documents on the shared drive per ASMI's document retention policy; regularly transfer files that might have been drafted offline / on individual desktop.

- Conform to all ASMI Policies & Procedures as defined in the Employment Manual.

To learn more about the Senior Development Specialist role, please contact Sue Prentiss at [sprentiss@amtrauma.org](mailto:sprentiss@amtrauma.org)