



POSITION TITLE:

Associate Director of Development

BASIC FUNCTION:

The Associate Director of Development plays an essential role on the Foundation's development team. This full-time position is responsible for the in-person cultivation and solicitation of prospects, emphasizing managing and securing new members of the Foundation's Founders League, which recognizes donors who contribute \$1,000 or more to the Phi Psi Fund yearly, and seeking support for restricted campaign clients.

This position is charged with sustaining positive and mutually rewarding relations between the Foundation and its mid-level donors, partnering with the organization's development team and volunteers to determine the best strategies for effective cultivation and stewardship of donors to maximize donor impact.

SPECIFIC RESPONSIBILITIES:

- Represents and shares Phi Kappa Psi's mission, vision, and strategic plan.
- Manages a mid-level giving portfolio of 125-150 with annual goals for cultivation activity, personal visits, and giving outcomes.
- Acquires and maintains new donor relationships to fill the donor pipeline.
- Plans, executes, and simultaneously follows up on multiple fundraising trips and relationships.
- Establishes and coordinates individualized cultivation and solicitation plans for donors.
- Moves potential donors appropriately and timely toward solicitation and closure.
- Engages in direct donor solicitation and interaction, including discussions of personal, professional, and family finances.
- Oversees portfolio moves management in Raiser's Edge and supporting software effectively.
- Maintains stewardship contacts regularly with donors.
- Coordinates special development campaigns and projects as assigned.
- Assists in presentations to house corporations, chapters, and alumni groups to achieve defined goals.
- Educates and manages alumni volunteers to understand and implement fundraising strategy according to established protocols.
- Prepares correspondence with prospects and all contact reporting in a professional and timely manner.
- Maintains the Foundation's reputation for integrity, responsibility, caring, and prudent management of donor gifts.
- Participates in Foundation events and functions.

INTERNAL RELATIONSHIPS:

Reports to the Associate Vice President of Development. Serves as an integral member of the Development Team. Works closely with all Foundation and Fraternity staff.

EXTERNAL RELATIONSHIPS:

Regularly contacts the Foundation's donors, volunteers, alumni, undergraduates, and friends of the Foundation as appropriate.



QUALIFICATIONS:

- Bachelor's degree required.
- Valid driver's license required.
- Strong interpersonal skills and ability to appropriately and comfortably manage sensitive and confidential high-level donor information.
- Superb oral and written communication skills, as well as strong presentation skills.
- Initiative and independence in carrying out responsibilities.
- Demonstrated organizational and communication skills and the ability to work with and motivate other development professionals and volunteers.
- Ability to forge strong working relationships with others and a capacity for engaging confidence and trust among donors.
- Willingness and ability to work flexible hours, including evenings and weekends.
- Willingness and ability to travel at least twice per month.
- An understanding and appreciation of the principles and traditions of the college fraternity and volunteer-driven organizations.
- Ability to listen carefully to and understand member needs, both internally and externally, and proactively respond to those needs consistently and promptly.
- Demonstrated analytical and fundraising skills with the ability to recognize opportunities, identify critical high-pay-off activities, and prioritize them to attain objectives.
- A mindset to ask for more than one expects to receive.
- Unquestionable work ethic, persistence, and the ability to accomplish established goals.
- Strict attention to detail.
- Must possess a high energy level, initiative, and a can-do attitude.
- Capacity to work well under pressure.
- Proficiency in prioritizing and managing multiple, diverse, and ongoing projects.
- Collegial, collaborative style necessary.

OTHER DUTIES:

The above statements are intended to describe the general nature and level of work being performed in this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

NON-DISCRIMINATION POLICY:

We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.