



POSITION TITLE:

Director of Development

BASIC FUNCTION:

The Director of Development plays an essential role on the development team. This full-time position is responsible for the in-person cultivation and solicitation of major gift prospects, emphasizing managing and securing donations of \$10,000 or more for the organization's Phi Psi Fund (unrestricted) and playing a vital role in executing Chapter Development Services (restricted) projects.

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

SPECIFIC RESPONSIBILITIES:

- Represents and shares Phi Kappa Psi's mission, vision, and strategic plan.
- Manages and develops a major gift portfolio of 75-125 current, lapsed, and prospective donors nationwide to deepen relationships in person, virtually, and/or over the phone.
- Develops and maintains new relationships with the intention of qualification as major gift donors.
- Establishes and coordinates individualized cultivation and solicitation plans for major donors, including discussions of personal, professional, and family finances.
- Oversees portfolio moves management in Raiser's Edge and supporting software effectively.
- Leverages various charitable giving vehicles, including cash, stock, securities, and planned gifts to assist donors achieve desired impact.
- Leads and executes Chapter Development Services projects to include feasibility and campaign work for clients.
- Makes presentations to house corporations, chapters, and alumni groups to achieve defined goals.
- Educates and supervises alumni volunteers to understand and implement fundraising strategies according to established protocols.
- Prepares professional and timely correspondence with prospects and all contact reporting.
- 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.
- 3+ years of fundraising experience.
- Greek (member of fraternity or sorority) affiliation preferred.
- Valid driver's license required.
- CRFE certification preferred.
- Fundraising campaign experience preferred.
- Strong interpersonal skills and ability to appropriately and comfortably manage sensitive and confidential high-level donor information.
- Superb verbal and written communication skills, as well as strong presentation skills.
- Initiative and independence in carrying out job responsibilities.
- Demonstrated understanding and experience closing major gifts.
- 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, most months.
- An understanding and appreciation of the principles and traditions of the college fraternity and of 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.