



**Job Title:**

# **DEVELOPMENT COORDINATOR FOR THE CHI PHI EDUCATIONAL TRUST**

**Full / Part Time:** This is a full-time position

**Reports To:** Director of Development at the Chi Phi Educational Trust

**Job Description:** The Development Coordinator will work full-time to develop and implement the fundraising strategy for the Chi Phi Educational Trust, a 501(c)(3) educational foundation, with emphasis given to running an effective stewardship program, annual appeals and event management.

## **Required Experience / Skills:**

- Bachelor's degree
- One or more years of experience in communication, fundraising or sales
- Excellent communication skills to include persuasive writing, public speaking and interpersonal skills
- Excellent organizational skills and the ability to multi task
- Analytical and problem-solving skills
- A self-starter with the ability to work independently
- An unquestionable work ethic and the ability to accomplish established goals
- Basic PC skills and familiarity with Windows, Microsoft Office and Adobe Acrobat
- A valid driver's license
- The ability to lift at least 30 pounds

## **Responsibilities – Stewardship & Communication (approximately 45% of workload):**

- Develop and implement a stewardship program for Gladfelter Circle Members (major gift donors)
- Manage and generate content for social media platforms to include real time engagement and marketing of the Chi Phi Educational Trust
- Maintain donor/prospect database and generate donor prospect lists for various fundraising efforts and projects
- Facilitates stewardship process (including drafting and mailing thank you letters), maintenance of records, maintains current recognition of donors in all Trust publications and stewardship programs
- Create content, write and edit external communications for solicitation letters, magazine articles and other pieces as needed
- Accurately enter campaign pledges and payments
- Respond promptly and serve as a resource and staff liaison to the Chi Phi professional staff and volunteer leadership boards

## **Responsibilities – Building Maintenance & Support (approximately 15% of workload):**

- Provide support for facility management, interact with building management and tenants as needed, serve as a liaison for maintenance
- Provide office supply management, to include ordering, inventory, receiving orders, and expenses

**Responsibilities – Event Coordination (approximately 30% of workload):**

- Coordinate all stages of development related events, including venue selection, donor outreach, day of set-up, running the event and any clean up duties
- Assist with all board meeting planning, including venue selection and meeting materials
- Assist in the development of Alumni Clubs across the country
- Attend Educational Trust meetings, the annual Chi Phi Congress and other major Chi Phi events

**Responsibilities – Other (approximately 10% of workload):**

- Protect confidential information
- Manage time sensitive tasks on a daily basis
- Adhere to established task management protocol
- Travel 5-15% of your time throughout the United States
- Work flexible hours, including evenings and weekends
- Work within established budgets
- Adhere to and enforce all applicable Chi Phi-related policies
- Contribute to Chi Phi goals and objectives
- Other duties as required

**Job Location:** This position will work from the Chi Phi National Headquarters in Suwanee, Georgia (outside of Atlanta). If a qualified applicant is not local a work from home set up can be discussed.

**For more information or to submit your resume, contact Laura Landry at [landry@chiphi.org](mailto:landry@chiphi.org)**

[www.chiphi.org](http://www.chiphi.org) ♦ [www.chiphicampaign.com](http://www.chiphicampaign.com)