



Director of Development Job Description

The Director of Development will work full-time to lead Chi Phi Educational Trust's comprehensive fundraising program. The Director of Development will be responsible for the enhancement of the Trust's overall fundraising strategy, inclusive of planning, implementation and evaluation efforts, in order to build a robust and successful fundraising program. The Director of Development's fundraising priorities will include the identification, cultivation and solicitation of major gift prospects, stewardship and cultivation of current major gift donors, management and growth of the Trust's Gladfelter Circle giving program (a leadership giving program comprised of donors who contribute \$2,000 or more per year) and enhancement of the Trust's annual fund giving program. The Director of Development will be responsible for managing one staff member in addition to overseeing and managing Trust volunteers. The Director of Development will report to the Chairman of Chi Phi Educational Trust.

Required Experience & Skills:

- B.A. or B.S. degree
- Chi Phi or other fraternity or sorority membership is preferred
- Previous experience in higher education fundraising preferred
- A minimum of 5 years of fundraising experience, including frontline fundraising
- A minimum of 3 years of experience in managing staff and volunteers
- Ability to work independently and with an entrepreneurial spirit
- Excellent interpersonal and leadership skills
- Excellent written and verbal communication
- Excellent organizational skills with the ability to multi task and accomplish established goals
- General knowledge of Microsoft Office Suite, Adobe Acrobat and social media platforms
- Ability to travel extensively (40%-50% of the year throughout the United States)
- Ability to work flexible hours, including evenings and weekends
- A valid driver's license
- Ability to lift at least 30 pounds

Job Responsibilities – Frontline Fundraising (70%):

- Effectively identify, cultivate, solicit and steward a portfolio of more than 100-200 prospects capable of making a gift of \$10,000 or higher over a five-year period
- Conduct at least 150 personal visits and/or substantive contacts with donors and prospective donors per year
- Prepare and present compelling, custom fundraising proposals, gift agreements and materials for current and prospective major donors
- Solicit and secure at least 5-10 gifts of \$10,000 and higher



- Manage and enhance the Trust's leadership giving society, in conjunction with the major gifts program
- Manage and enhance the Trust's planned giving society
- Manage and enhance the Trust's annual fund giving program
- Establish, educate and lead the Trustee Development Council and select fundraising committees in support of the fundraising programs, cultivation efforts and goals

Job Responsibilities – General Fundraising (30%):

- Prepare compelling, electronic donor and alumni communications, appeals and correspondence
- Contribute to the planning efforts and execution of signature Trust, Chapter and Colony donor and alumni events, Educational Trust meetings, NIC/AFA and FEA conferences.
- Accurately enter donor, gift, contact reports and general fundraising data within the Trust database
- Prepare and present reports on prospect contacts, proposal submissions, prospect strategies and fundraising progress
- Manage donor recognition programs and all related promotional efforts for the Trust
- Contribute to the successful completion of the annual Chi Phi Congress

Job Responsibilities – Other (10%):

- Protect confidential information
- Manage time sensitive tasks on a daily basis
- Adhere to established task management protocol
- Work within established budgets
- Adhere to and enforce all applicable Chi Phi-related policies
- Contribute to Chi Phi goals and objectives
- Complete other tasks assigned by the Trustee Chairman

Job Location: This position will be based at Chi Phi Educational Trust and Fraternity Headquarters location in Suwanee, Georgia. Qualified candidates who reside outside of Atlanta, Georgia may be considered for this role but will be required to establish a home-based office, if they are selected for this position.

Resumes should be submitted with a cover letter to TrustCareers@chiphi.org.