



## **Director of Stewardship Job Description**

The Chi Phi Educational Trust is currently searching for its next **Director of Stewardship**. The position is a remote position and will report to the Executive Director.

**About the Chi Phi Educational Trust:** The Educational Trust is a 501(c)(3) educational foundation whose mission is to support the Chi Phi Fraternity by promoting scholarships, developing character, improving educational facilities and supporting charitable causes. The Educational Trust is a values based organization founded on the basis of Truth, Honor & Personal Integrity. These are timeless values, which guide the fundamental purpose of the fraternity foundation.

### **Requirements of the Director of Stewardship:**

- Bachelor's Degree required
- Minimum 1-3 years of experience working in philanthropy, non-profit, higher education or member organization preferably in development, alumni relations or fundraising
- Maintain high standards of customer services to members, donors and prospective donors
- Responsible, professional, flexible, hard-working, ethical, self-motivated and committed to the mission of the Educational Trust
- Genuinely positive approach to work with a willingness to support other special projects to advance the mission
- High level of organizational skills/attention to detail
- Exceptional oral and written communication skills
- Computer competency – Microsoft Word, Excel, Outlook, PowerPoint; knowledge of MailChimp a plus
- Experience with Compass/another database platforms a plus
- Willingness to work some evening and weekend hours as needed
- Travel to support events, attend meetings and Congress
- Ability to work in a fast-paced environment
- Willingness and ability to work full time in an at home office environment
- Demonstrated ability to advance relationships with constituent stakeholders, including prospective and current donors, prospective and current clients, other Greek letter organizations, professional organizations and volunteers
- Evidence that the individual acts in accordance with ethical fundraising practices



## **Specific Duties and Responsibilities**

### **Prospect and Database Management:**

- Establish processes and database updates as needed to support the Trust in maintaining high standards of data accuracy
- Assist with projects that support the Trust's development team, including updating information in the constituent database and conducting donor research as needed
- Support staff with preparing data pulls and reports as needed

### **Gift Entry and Acknowledgement Management:**

- Oversee the accurate entry and daily processing of donation data in database
- Ensure all mail is opened and all checks, cash and other gifts are processed and batched daily
- Thoughtfully acknowledge and produce donor acknowledgment letters and receipts for all gifts; regularly update routine letters and seek opportunities to compose personalized acknowledgment letters
- Working with the Financial Controller, support other gift processing activities as needed

### **Giving Program Management Support:**

- Support retention efforts through the management and fulfillment of giving programs stewardship, including member data records, annual renewals and notifications, management of recurring gifts, and annual recognition efforts
- Nurture relationships with members and donors through effective and frequent communication

### **Campaign Management Support and Donor Recognition:**

- Working with the Executive Director, serve as the staff lead responsible for process management and support of various Annual Fund campaigns
- Serve as staff lead and project manager for the Founders Day Campaign
- Oversee member acknowledgements and celebrations including anniversaries and birthdays

### **Event Fundraising and Management:**

- In partnership with the Executive Director, identify, coordinate and create opportunities for stewardship and cultivation through special events and strategic partnerships



- Lead the Trust's effort in event planning, logistics and on-site management of cultivation events, Congress, Trustee meetings and other events
- Manage vendor contracts and negotiations; serve as the Trust's liaison to vendor partners

### **Scholarship Management:**

- Coordinate all aspects of the Trusts grant and scholarship program, including but not limited to:
  - Coordinate monthly Chapter Educational Fund balance information to alumni associations
  - Review all Chapter request and facilitate reimbursements
  - Oversight of the scholarship application process
  - Recruit and train volunteer members
  - Communication and distribution of applications with volunteer committee

### **Marketing Management:**

- Manage and generate content for social media platforms to include real time engagement and marketing of the Trust
- Create content, write and edit external communications for solicitation letters, magazine articles and other projects as needed

### **Compensation and Availability**

The Chi Phi Educational Trust offers a competitive compensation package to attract the right candidate. The organization offers stimulating work and professional development opportunities, encouraging all Educational Trust team members to generate innovative ideas to further the goals of the organization. The Trust also provides employees with a comprehensive benefits package. This position is a remote position and is available immediately.

*The Chi Phi Educational Trust is an Equal Opportunity Employer that values the strength diversity brings to the workplace. The Chi Phi Educational Trust does not unlawfully discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, disability, ancestry, medical conditions, family care status, sexual orientation, or any other basis prohibited by law.*

Interested and qualified applicants should submit a resume and cover letter to Laura Landry, Executive Director, at [landry@chphi.org](mailto:landry@chphi.org)