

Job Description

JOB TITLE: Assistant Director of Development and Engagement

ENTITY: Foundation

REPORTS TO: Director of Development and Engagement

EFFECTIVE DATE: January 2023

FLSA CLASS: Exempt

JOB LOCATION: May be remotely located

JOB SUMMARY

The assistant director of development and engagement is responsible for developing and executing plans for the Foundation's annual giving program for unrestricted and restricted funds, including cultivation, solicitation and stewardship. Reporting to the director of development and engagement, this position is an integral member of the Foundation team contributing to successful results and attainment of Foundation annual and strategic goals.

ESSENTIAL FUNCTIONS AND REQUIREMENTS

FUNCTION	REQUIREMENTS
Real. Strong. Women. Fund	<ul style="list-style-type: none"> • Develops and executes plans to achieve annual and long-term fundraising goals for the Real. Strong. Women. Fund (RSWF). • Accountable for successful achievement of fundraising goals for the RSWF. • Responsible for planning and executing the Foundation's special giving initiatives, including Founders' Day Challenge, Day of Giving, Star Booth and Giving Tuesday. <ul style="list-style-type: none"> • Develops and executes a stewardship plan to ensure achievement of current year and future giving goals. • Collaborates with Foundation team for successful achievement of initiative fundraising goals. • Works closely with the Foundation communications specialist and marketing to ensure appropriate branding, messaging and collateral materials for execution of initiatives. • Administers online crowdfunding platform (CSiDonate) in support of giving initiatives. • Prepares, evaluates and presents management reporting to evaluate effectiveness and success of giving initiatives.

Job Description

Direct Mail	<ul style="list-style-type: none"> Leads team in executing plans for all channels of direct response to achieve annual fundraising goals. With guidance from the director of development and engagement, develops and implements segmentation plans to ensure high levels of personalization of direct response efforts. <ul style="list-style-type: none"> Collaborates with Foundation operations manager to analyze donor and prospect data to identify prospects for annual giving initiatives. Prepares, evaluates and presents management reporting to evaluate effectiveness and success of direct mail program. Serves as primary liaison to direct mail vendor.
Mid-level Gifts Program	<ul style="list-style-type: none"> Works collaboratively with annual giving officer to Develop and implement plans for cultivation, retention and upgrade of mid-level donors.
Recurring Gifts Program	<ul style="list-style-type: none"> In collaboration with annual giving officer, develops and executes plans to sustain and grow the Foundation Partners (monthly recurring gifts) program and achieve annual and long-term fundraising goals.
Collegiate Giving Program	<ul style="list-style-type: none"> Develops and implements strategies to encourage collegiate member giving to the Foundation, including the marketing and promotion of the Scarlet Ribbon Society program. Develops and implements strategies to transition collegiate donors to young alumnae giving programs. Responsible for recruitment, appointment and management of Scarlet Ribbon Leadership Council program.
Fiscal Responsibility	<ul style="list-style-type: none"> Communicates through appropriate channels observations of noncompliance with Alpha Chi Omega Foundation policies, IRS guidelines, fundraising ethical guidelines, or applicable local, state and federal laws and ordinances that place personnel or the organization at risk. Performs with care any control-related or confidential activities required by the position. Ensures cost-effective management of Foundation assets and resources.

Job Description

	<ul style="list-style-type: none"> Complies with processes and procedures for accurate and timely invoice payment, expense reporting and reimbursement requests.
Organizational Culture and Leadership	<ul style="list-style-type: none"> Manages timely and effective communication with supervisor regarding issues, concerns and decisions that affect the organization. Supports a values-driven organizational culture, while contributing to a success-focused, team-oriented, accountable environment. Promotes continuous improvement through identification and implementation of best practices, acquired knowledge and automation. Stays abreast of trends, innovations and developments in the nonprofit and fundraising industries, particularly as it relates to annual giving, recurring giving, direct response and mid-level giving; periodically reviews organizational strategies and plans to ensure the Foundation is responding to changing industry conditions and donor trends. Performs other special assignments and duties as assigned.

CONTACTS

This position has regular contact by phone, video conference, email and written correspondence with all levels of staff, operational volunteers, elected leadership and boards, third-party partners and vendors, and collegiate and alumnae donors.

KNOWLEDGE, SKILLS AND ATTRIBUTES

Qualifications Required:

- 3-5 years professional experience in nonprofit fundraising or related field.
- Demonstrated success with successful crowdfunding initiatives and/or direct mail programs preferred.
- Demonstrated knowledge of program management and fundraising practices.
- Strong service orientation, outstanding presentation skills, professionalism, confidentiality and discretion.
- Excellent organizational skills, self-discipline, and attention to detail.
- Excellent written and verbal communications skills required. Experience with writing and storytelling for fundraising preferred.
- Works with a sense of urgency; able to manage multiple priorities simultaneously in a rapidly changing environment and excels in a goal-oriented and deadline-driven environment.

Job Description

- Proficiency with Microsoft Office suite; technical aptitude to learn internal systems and required packages. Experience with iMIS or similar donor relationship management software preferred.

EDUCATION

Bachelor's degree in nonprofit management, business management or related field required; Master's degree preferred. Certified Fund Raising Executive (CFRE) or similar certification preferred.

WORKING CONDITIONS

The working conditions and physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required minimum 40 hours per week. Office hours are 8:30 AM – 5:00 PM, Monday through Friday, with a degree of flexibility available with approval. It may be necessary at times for the employee to work beyond the standard workweek, including occasional evenings or weekends, to complete assigned tasks. The employee may occasionally be asked to travel (estimated to be less than 10%) on behalf of the organization for Foundation events or professional development and may be afforded the opportunity to work remotely as approved.

PHYSICAL REQUIREMENTS

While performing the duties of this position, the employee is regularly required to sit and work on a computer for extended periods of time. The employee will be required to stand, walk, stoop, kneel, lift, carry, pull, grasp and bend over. The employee must be able to lift, carry and move up to 30 pounds as needed. Must be able to move in and between various facilities and handle exposure to inclement weather.

Strong sensory skills, such as good eyesight, good hearing and dexterity are necessary for the performance of this position. Must be able to interact with others, both in person and through telephone, video conference, email and written correspondence.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.