

Job Description

JOB TITLE: Annual Giving Officer
ENTITY: Foundation
REPORTS TO: Director of Development and Engagement
EFFECTIVE DATE: January 2023
FLSA CLASS: Exempt
JOB LOCATION: Headquarters or remote

JOB SUMMARY

Reporting to and in partnership with the director of development and engagement, the annual giving officer will work to identify, cultivate and steward mid-level donors with a primary objective of developing long-term relationships built on a firm understanding of how individual donor interests, passions and values align with the mission of the Alpha Chi Omega Foundation. This fast-paced and dynamic role is an integral part of the Foundation team contributing to successful results and attainment of Foundation annual and strategic goals.

ESSENTIAL FUNCTIONS AND REQUIREMENTS

FUNCTION	REQUIREMENTS
Relationship Management and Fundraising	<ul style="list-style-type: none"> • Executes plans to achieve annual and long-term fundraising goals for the Real. Strong. Women. Fund (RSWF) with a focus on mid-level donors, identified as those with capacity to make annual gifts of \$250 - \$1,500. • Serves as primary relationship manager for a large portfolio of assigned donors and prospects. • Creates and implements individual personalized donor strategies, including cultivation, solicitation and stewardship plans designed to ensure retention and eventual upgrade of assigned donors. • Manages donor relationships primarily through phone, email and virtual meetings, achieving daily, weekly and monthly activity and fundraising goals.

Job Description

<p>Cultivation and Stewardship</p>	<ul style="list-style-type: none"> • Works collaboratively with the director of advancement, marketing and the campaign and engagement manager in the development of content for collateral materials, communications and proposals for mid-level donors. • Develops a familiarity and understanding of Foundation-funded programs to effectively communicate the Foundation’s case for support to donors. • Develops a ‘moves management’ program for mid-level donors, ultimately creating prospects for the Foundation’s major gifts and planned giving programs.
<p>Monitoring and Reporting</p>	<ul style="list-style-type: none"> • Monitors weekly, monthly, quarterly and annual activity to achieve revenue goals. • Assists with review and verification of donor recognition lists. • Tracks and reports donor contact activity in the Foundation’s database, including identification, qualification, cultivation, solicitation and stewardship of prospective and current donors. • Works cooperatively with Foundation coordinator and Foundation operations manager to ensure the accuracy and quality of donor information in the Foundation’s database.
<p>Recurring Gifts Program</p>	<ul style="list-style-type: none"> • Assists in developing and executing plans to sustain and grow the Foundation Partners (monthly recurring gifts) program to achieve annual and long-term fundraising goals. • Develops personalized annual plans for cultivation, solicitation and stewardship of assigned Foundation Partner donors to ensure retention and eventual upgrade.
<p>Fiscal Responsibility</p>	<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.
<p>Organizational Culture and Leadership</p>	<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. 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:

- 1-3 years professional experience in nonprofit fundraising or related field.
- Strong service orientation, outstanding presentation skills, professionalism, confidentiality and discretion.
- Excellent written and verbal communications and interpersonal skills required. Enjoys interacting with others on a regular basis using multiple channels, including email, phone, video and in-person meetings.
- Ability to maintain positive working relationships with others, both internally and externally, to achieve organizational goals.
- Works with a sense of urgency; able to manage multiple priorities in a rapidly changing environment and excels in a goal-oriented environment.
- Proficiency with Microsoft Office suite; technical aptitude to learn internal systems and required packages. Experience with iMIS or similar donor relationship management software preferred.
- Willingness and ability to travel 3-5 times per year for donor cultivation events and in-person team meetings.
- For remote applicants, a home office space that allows the applicant to be on phone or video calls throughout the day without interruption is required.

Job Description

EDUCATION

Bachelor's degree in nonprofit management, business management or related field required; Certified Fund Raising Executive (CFRE) or similar certification is desirable but not required.

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.

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 also be afforded the opportunity to work remotely as approved.

PHYSICAL REQUIREMENTS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.

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.