

JOB TITLE: Annual Giving Officer

ENTITY: Foundation

DEPARTMENT: Foundation

REPORTS TO: Director of Donor Relations

EFFECTIVE DATE: May 2025

FLSA CLASS: Exempt

JOB LOCATION: Headquarters or remote

JOB SUMMARY

Reporting to and in partnership with the director of donor relations, the annual giving officer will work to identify, cultivate and steward donors and prospects giving \$250-\$2,499 annually. The primary objective is 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">Creates and implements individual personalized donor strategies, including cultivation, solicitation and stewardship plans designed to ensure retention and advancement of donors through donor pipeline with goal to grow value of portfolio over time for annual donors and Foundation Partners.Executes plans to achieve annual and long-term fundraising goals for the Real. Strong. Women. Fund (RSWF) with a focus on donors identified as those with capacity to make annual gifts of \$250-2,499 and serves as primary relationship manager for those donors.

	<ul style="list-style-type: none"> • Serves as primary relationship manager for Foundation Partners in same annual giving pool. • Manages donor relationships primarily through phone, email and virtual meetings, achieving daily, weekly and monthly activity and fundraising goals. • Working with director of donor relations, establishes a prioritized schedule of travel to facilitate in-person visits with donors where strategic and appropriate.
Cultivation and Stewardship	<ul style="list-style-type: none"> • Develops a familiarity and understanding of Foundation-funded programs to effectively communicate the Foundation's case for support to donors. • Utilizes designated moves management program creating prospects for the Foundation's major gifts and planned giving programs. • Stewards new and unassigned donors with gifts of \$250 or more with thank you calls within one week of gift to complete qualification for portfolio assignment.
Monitoring and Reporting	<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 up-to-date 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.
Fiscal Responsibility	<ul style="list-style-type: none"> • Communicates through appropriate channels observations of noncompliance with Alpha Chi Omega Foundation policies, IRS guidelines,

	<p>fundraising ethical guidelines, or applicable local, state and federal laws and ordinances that place personnel or the organization at risk.</p> <ul style="list-style-type: none"> • Performs with care any control-related or confidential activities required by the position. • Ensures cost-effective management of Foundation assets and resources. • 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.
Other	<ul style="list-style-type: none"> • 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 ABILITIES

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 phone, email, video and in-person meetings.
- Exhibits a high level of professional maturity, leveraging prior work experience to foster strong, trust-based relationships.
- 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, professional development 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.

EDUCATION

Bachelor's degree in nonprofit management, business management, professional sales or related field 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.

This is a full-time position, with a required minimum of 40 hours per week. Office hours are 8:30 a.m.–5 p.m. Eastern Time, 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. Occasional travel (estimated to be less than 15%) on behalf of the organization for donor visits, Foundation events or professional development required.

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 at a computer for extended periods of time. The employee will be required to stand, walk, stoop, kneel, climb, lift, carry, pull, grasp and bend over. The employee must be able to independently 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.