

**Job Title: Major Gifts Officer**

Reports to: *Director of Individual Giving and Funds Stewardship*

Location: Remote

Salary Range: \$70,000 - \$80,000 (Full-Time)

Status: Exempt, Full-Time

Note: Alpha Phi Foundation will consider applicants available for part-time work who meet or exceed position requirements. The pay range, job duties/responsibilities, FLSA classification, and other related items may differ for a part-time position.

ABOUT ALPHA PHI FOUNDATION

Founded in 1956, Alpha Phi Foundation is a nonprofit organization whose mission is to advance women's lives through the power of philanthropy. The Foundation is the philanthropic and educational partner of Alpha Phi International Fraternity. Through contributions from individuals and chapters, the Foundation funds programs and initiatives focused on five areas: leadership training and development, scholarship, women's heart health, assistance grants and heritage. Learn more at www.alphaphifoundation.org

POSITION SUMMARY

The Major Gifts Officer advances the mission of the Foundation by increasing the level of involvement and philanthropic commitment of existing donors and new donor prospects. This professional position functions as a fundraising generalist with particular emphasis given to the cultivation and solicitation of leadership level annual gifts, major gifts and planned gifts by managing donor relationships, qualifying donors, and prospecting for new donors. This professional will also be responsible for the accurate recording and managing donor information in the donor database. The position will carry a portfolio of 150 – 200 active donor prospects with a primary focus on front-line fundraising work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage a portfolio of approximately 150 - 200 prospects moving them from identification through solicitation
- Prepare weekly, monthly and annual program performance reports, implementing timely adjustments as needed to ensure maximum net gift revenue
- Participate in all aspects of the gift cycle:
 - Initiate contacts with potential leadership and major gift donors
 - Develop personalized and appropriate cultivation strategies to ensure positive and purposeful prospect and donor relations
 - Move potential donors in an appropriate and timely fashion toward solicitation and closure
 - Maintain stewardship contacts with donors through personal contact, recognition and communication; adhere to the highest ethical standards; demonstrate empathetic disposition and perseverance; reflect an optimistic and positive attitude and convey sensitivity to the needs of donors
 - Articulate the case for support through oral and written means so the donor

- engagement is deepened and support to Alpha Phi Foundation increases
- Participate in prospect strategy along with the members of the development team
- Collaborate with staff to develop and implement strategic initiatives and development efforts
- Manage other duties as assigned

QUALIFICATIONS

The Major Gifts Officer will be a highly motivated self-starter. An ideal candidate for this position will have a Bachelor's Degree and at least 3 years of related work experience and will possess the following qualities and attributes:

- Minimum three to five years of successful experience in personal solicitation fundraising or a combination of relevant experience and education
- Experience in developing effective cultivation and solicitation strategies
- Successful solicitation of major and planned gifts of \$25K level and above
- Ability to work with high impact volunteers and board members
- Strong commitment to women's educational and philanthropic issues
- Exceptional interpersonal and social skills with a commitment to representing Alpha Phi Foundation with enthusiasm, warmth and professionalism
- Strong sense of organization, planning and time-management
- Demonstrated success to work independently with a high degree of autonomy and accountability to be a team player
- Motivated self-starter who takes action and has the ability to remain focused with strong attention to detail
- Must be willing to travel domestically; 6-8 nights monthly
- Must be able to work evenings and weekends, as needed
- Membership in Alpha Phi preferred, but not required
- CFRE preferred, but not required
- Proficiency with Microsoft (Outlook, Word, Excel, Teams)
- Experience with Raiser's Edge or similar database preferred

Alpha Phi Foundation is an Equal Opportunity Employer. Alpha Phi Foundation offers a competitive, comprehensive benefits package to employees. All full-time employees are eligible for health insurance. The Foundation pays a portion of the premium costs for medical, dental, and vision benefits, and the employee is responsible for the remaining portion of the premiums. Life insurance, long-term and short-term disability insurance are offered at no cost to all full-time employees following thirty (30) days of continuous employment. Full-time employees over the age of 21 are eligible, at the employee's option, to participate in any retirement plan offered by the Foundation. Eligible employees will receive any match that the employer has currently in effect. In addition, paid holidays, PTO, and leave are part of the benefit package.

HOW TO APPLY

To apply for this opportunity, visit the Careers page at www.alphaphifoundation.org/careers. Cover letters may be addressed to Sharyn Taylor and should speak directly to your experience and interest in working with Alpha Phi Foundation.