



Job Title: Chapter Giving Coordinator

Reports To: Director of Development

Salary Range: \$53,000 - \$55,000 (Full-Time)

Status: Exempt, Full-Time

Location: Remote

POSITION SUMMARY

The Chapter Giving Coordinator is responsible for coordinating, maintaining, and evolving the fundraising relationship between the Foundation and the alumnae and collegiate chapters of Alpha Phi Foundation, a 501(c)(3) organization. Most of the work of this role will be with collegiate chapters.

RESPONSIBILITIES AND DUTIES

- Work with chapters to help facilitate fundraising growth and knowledge of the Foundation
- Serve as resource for chapter officers both alumnae and collegiate regarding philanthropy event planning, fundraising best practices, and GiveSmart
- Works with the team to develop solicitation strategies for collegiate members and chapters to use to solicit friends and family
- Produce appropriate chapter fundraising reports
- Develop and maintain chapter event resources and content on Alpha Phi Foundation website, in e-newsletter series, and on social media
- Manage chapter giving donation process including reconciliation with Foundation financial systems
- Serve as primary point of contact with chapter fundraising vendors (i.e., GiveSmart).
- Track and manage chapter giving, including problem solving and financial reconciliation
- Assist with planning and support of Leadership Conferences & Convention
- Participate as a member of the development team providing expertise and leadership in both collegiate and alumnae chapter fundraising efforts

EDUCATION & QUALIFICATIONS

The Chapter Giving Coordinator will be a highly motivated self-starter with a bachelor's degree and 1-3 years' experience in development or a related field. An ideal candidate for this position will possess the following qualities and attributes:

- Exceptional interpersonal skills and a commitment to representing Alpha Phi Foundation with enthusiasm, warmth, and professionalism
- Ability to build and maintain positive personal relationships with both internal and external personnel and donors in a broad range of situations
- Outstanding written and oral communication skills
- Ability to organize data and generate reports quickly and accurately
- Ability to work both collaboratively and independently to best serve the needs of a project
- Capacity to multitask and manage multiple projects and assignments
- Excellent copy editing/proofreading skills
- Proficiency with Microsoft Office; working knowledge of email marketing platforms, social media platforms, and The Raiser's Edge a plus
- Ability to travel domestically 2-4 times a year

- Membership in Alpha Phi preferred, but not required

Alpha Phi Foundation is an Equal Opportunity Employer. Alpha Phi Foundation offers all full-time employees 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. After completing six (6) months of continuous employment the eligible employee will receive any match that the employer has currently in effect.