

Alpha Xi Delta
FOUNDATION
DIRECTOR OF DEVELOPMENT

Inherent in each staff position within the Alpha Xi Delta Foundation is an obligation to commit to the Foundation mission: to support Alpha Xi Delta Fraternity educational and leadership development programming; to provide and continue to expand scholarships, grants and member support funds; to encourage philanthropy.

All staff of Alpha Xi Delta's entities also commit to the Fraternity's vision: Inspiring women to realize their potential. Further, each position includes a responsibility to promote and carry out the Fraternity's mission: To enrich the life of every Alpha Xi Delta.

RESPONSIBLE TO:	National Executive Director
DEPARTMENT AND CLASSIFICATION:	The Director of Development is the staff administrator for the Alpha Xi Delta Foundation. The position is classified as exempt.
PURPOSES AND BASIC FUNCTIONS:	To oversee the fundraising and operations of the Alpha Xi Delta Foundation. Supervises development support services for the Foundation. To report to and maintain records and information for the Foundation Trustees.
INTERNAL RELATIONSHIPS:	Every Alpha Xi Delta staff member is integral in fulfilling the Fraternity's vision and mission. Although a position may generally require collaboration more with one staff member than with another, all staff members work cooperatively and respectfully with each other.

EXTERNAL RELATIONSHIPS:

- Is the staff liaison with the Foundation Trustees and participates in Foundation meetings and conference phone calls.
- Is a non-voting member of the Foundation board.
- Is the staff liaison with the Foundation Investment Committee.
- Works cooperatively with other groups within the National Fraternity as needed to promote and reach the goals of the Foundation.
- Oversees other groups within the National Fraternity that are created to assist the Foundation.
- Develops good relationships with national, regional, and local vendors whose products and services are needed for Foundation growth and development.
- Assesses other business models in the industry in order to develop fundraising plans and projects to further advance the Alpha Xi Delta Foundation.
- May collaborate with the Associate Directors of Area Development or Associate Directors of Member Services, with FSA or other college or university personnel about Foundation matters.
- Participates in National Council meetings and conference phone calls as requested.
- Develop and maintain positive relationships with Alpha Xi Delta members (alumnae and collegiate) and stakeholders (donors, family members, etc.) in an effort to foster a deep understanding of Alpha Xi Delta constituents.
- Develop and foster positive relationships with other development professionals through professional conferences, networking and other professional organizations and opportunities.

DUTIES AND RESPONSIBILITIES

Foundation Board

- Constant focus and attention to the Fundraising Action Plan of the Foundation.
- Works collaboratively with the Foundation committees and staff to prepare the Foundation annual budget.
- Assists in establishing the Foundation's investment philosophy.

- Schedules the Foundation board's conference calls and annual meeting; sets the agendas and makes any needed arrangements with the Foundation Chair.
- Provides relevant and current reports for Foundation board meetings and National Council meetings.
- Provides information on current practices and procedures of not-for-profit organizations to the Trustees, as well as to other appropriate volunteers.
- Keep a written record of all board discussions and voting in preparation for draft minutes.

Fundraising

- Works with the National Executive Director (NED) to develop and implement fundraising programs for the Alpha Xi Delta Foundation that support the vision and mission of Alpha Xi Delta Fraternity.
- Identifies, cultivates, and solicits donors for annual, major, and planned giving programs.
- Manages an extensive portfolio of major gift donor prospects. Travel required for personal cultivation, solicitation, and stewardship.
- Works with NED on designing and implementing management and operating procedures for Foundation management.
- Works with Director of Communications and Marketing and NED in creating, developing and overseeing the marketing strategy for the Foundation.
- Prepares periodic reports for the Foundation Trustees on Foundation work and progress.

Computer and Files

- Oversees and helps maintain the database for the Foundation.
- Prepares statistical reports and analysis.
- Monitors upward movement of donors and prospects being mindful of gift and volunteer recognition.
- Updates files and computer records regularly with new information for donors.

Management and Staff Development

- Defines responsibilities within the Foundation, supervises employees and volunteers, and oversees the work activities.
- Provides appropriate training to ensure high productivity and positive interactions.

Miscellaneous

- Continues personal and professional growth through participation in community organizations, philanthropic associations, and professional conferences.
- Undertakes additional assignments and projects as directed by the National Executive Director as requested.

QUALIFICATIONS

- Bachelor's degree and 5 years of relevant experience in an organization of similar size, scope, and complexity.
- Non-profit/development experience is preferred.
- Demonstrated passion for the mission of Alpha Xi Delta.
- Positive, winning attitude.
- Energetic, driven and goal-oriented.
- Excellent oral, written, interpersonal, analytical and organization skills.
- Ability to work independently, prioritize and follow-through on assignments.
- Commitment to maintain confidentiality and high ethical standards.
- Willingness and ability to travel.
- Must have a driver's license and a safe driving record.

Terminology:

NC - National Council

NHC - National Housing Corporation

NED – National Executive Director

FSA - Fraternity/Sorority Life Advisors