



FORGING THE FUTURE

Advancement Officer or Director of Advancement Job Description

Position Title: TBD

Position Type: Full Time

Reports To: Vice President & Chief
Experience Officer

Exempt/Non-Exempt (OT Eligible): Exempt

POSITION DESCRIPTION

Frontline Fundraising

Reporting to the vice president and chief experience officer, the Advancement Officer or Director of Advancement (AO/DOA) will increase leadership giving to the Annual DeltFund and to the Forging the Future Campaign by qualifying prospective donors and cultivating existing donors with the capacity to make a transformative gift with the goal of increasing philanthropic investment.

- Develop and maintain effective relationships with donors and determine when and how they can be successfully solicited for a gift. Work with the vice president and chief experience officer and the senior director of advancement to develop case statements, key messaging, and proposals for outreach.
- Complete 8 – 10 discovery calls and emails per week
- Complete an average of 15 in-person or virtual donor visits per month
- Solicit individual prospective donors when appropriate and qualify major gift prospects to proactively cultivate for additional future gifts
- Creatively identify new prospect leads, leveraging organic relationships
- Participate in cultivation, solicitation, and stewardship of campaign donors as appropriate
- Manage a portfolio of sufficient size to achieve cultivation, solicitation, and stewardship goals.

Constituency Relations and Stewardship

The AO/DOA will increase the number of annual donors and help donors see the impact of their gifts. This position identifies strategic approaches for building and maintaining purposeful and substantive lifelong relationships and cultivating a philanthropic environment within Delta Tau Delta.

- In consultation with the vice president and chief experience officer and the senior director of advancement, develop efforts to educate and inform donors and perspective donors regarding the impact the Foundation has on young Delts.
 - For example, leverage digital platforms to create personalized video content for individual donors. Identify compelling stories to be utilized across social media and other platforms.
- Represent the Foundation at Division Conferences, Karnea, and other Foundation supported programs and initiatives.
- Serve as liaison to special identity and affinity groups



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Team Leadership

The AO/DOA will be a proactive team-player invested in the success of the Delta Tau Delta Educational Foundation. To achieve these goals, the AO/DOA must be able to articulate the Foundation's vision and funding priorities professionally and clearly.

- Represent the Foundation at Fraternity functions as necessary and appropriate
- Collect impact stories and share inspirational messages for use in both written and verbal storytelling
- Other duties as assigned and necessary
- Direction is received from the vice president and chief experience officer

Job Requirements and Preferences:

The ideal candidate should be a self-starting strategic thinker whose hallmark qualities include being persistent, personable, team-oriented, and possessing a desire to succeed. The applicant should demonstrate a commitment to the ideals of Delta Tau Delta and be passionate about the fraternal experience. The candidate must possess exceptional written and verbal communication skills, and an ability to relate to a variety of people of all ages and backgrounds. A personal commitment to excellence and the ability to work in a goal-oriented environment are essential.

- Bachelor's degree
- Membership in fraternity or sorority preferred
- Proven sales or relationship building capacity
- Working knowledge of database systems and Microsoft Office software

Physical Effort:

While performing the responsibilities of the Advancement Officer / Director of Advancement, the employee is required to talk and listen. The employee is often required to sit and use hands and fingers to handle or feel. Vision abilities required by this job include close vision.

Acknowledgment:

This job description is a summary of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job activities, duties and responsibilities. You may be asked by supervisors or managers to perform other instructions and duties. You will be evaluated in part based upon your performance of the duties and responsibilities listed in this job description. Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

Application Instructions:

Please email cover letter, resume, and a list of three references to Dr. Tony E. Vukusich, vice president and chief experience officer at Tony.Vukusich@Delts.org.