



**Staff Position Description:  
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.

<b>RESPONSIBLE TO:</b>	National Executive Director
<b>DEPARTMENT AND CLASSIFICATION:</b>	The Director of Development is the staff administrator for the Alpha Xi Delta Foundation. The position is classified as exempt.
<b>PURPOSES AND BASIC FUNCTIONS:</b>	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.
<b>INTERNAL RELATIONSHIPS:</b>	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, conference phone calls and zoom meetings.
- Is the staff liaison with the Foundation Investment Committee.
- Works cooperatively with volunteer personnel and staff within the National Fraternity as needed to promote and reach the goals of the Foundation.
- Oversees volunteer personnel and staff within the National Fraternity that are created to assist the Foundation.
- Develops good relationships with national, regional, and local vendors who service the Foundation.
- Develop fundraising plans, goals, 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.) 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 to gather best practices.

**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 zoom, 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 and plans for the Alpha Xi Delta Foundation, support the vision and mission of Alpha Xi Delta Fraternity.
- Identifies, researches, cultivates, and solicits donors for annual, major, and planned giving programs.
- Manages an extensive portfolio of major gift donor prospects. Zoom meetings and some 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 and updates the data base.
- Prepares statistical reports and analysis.
- Monitors upward movement of donors and prospects being mindful of gift and volunteer recognition.

### **Management and Staff Development**

- Defines responsibilities within the Foundation, leads and supervises employees of the Foundation and volunteer resources.
- 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.
- Proven ability to establish and maintain relationships.
- Positive, winning attitude.
- Energetic, driven and goal-oriented.
- Excellent oral, written, interpersonal, analytical presentation 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.
- Alpha Xi Delta employees all work remotely.

### **Terminology:**

NC - National Council

NHC - National Housing Corporation

NED – National Executive Director

FSA - Fraternity/Sorority Life Advisors