

## ADVANCEMENT OFFICER



# PHI DELTA THETA

*Become the greatest version of yourself*

The Advancement Officers (AO) identify, qualify, cultivate, solicit, and steward gifts of \$25,000 and above from alumni, parents, and friends of Phi Delta Theta. The AO will actively manage a primary portfolio of 150 prospects while moving them through the gift cycle.

### Advancement Officer

#### Competencies and Responsibilities

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**Donor Focus-** demonstrated ability to establish, cultivate, solicit, and steward relationships with donors and constituents to build and maintain a lifelong relationship with Phi Delta Theta.

1. Manage a portfolio of 140-150 primary prospects and introduce them to giving opportunities with the Foundation.
2. Responsible for soliciting gifts of \$25,000 and higher
3. Demonstrate competency in completion of all gift supporting documentation
4. Actively pursue, with assistance of the first line supervisor, ongoing professional development
5. Participate in all aspects of the gift cycle:
  - a. Initiate contacts with potential leadership and major gift donors (120 annually)
  - b. Develop appropriate cultivation strategies for them, including working with volunteers and trustees
  - c. Move potential donors in an appropriate and timely fashion toward solicitation and closure.
  - d. Maintain stewardship contacts with donors
6. Focus on securing support for a set of fraternity educational programs and scholarships
7. Monitors all prospect contacts to ensure positive and purposeful prospect and donor relations

**Strategic Agility-**demonstrated ability to provide leadership in decision making that considers current processes, potential opportunities, and future conditions.

8. When appropriate, plan and participate in various alumni cultivation, solicitation and stewardship events, both in conjunction with alumni clubs and as special events sponsored by Phi Delta Theta.
9. Adhere to the highest ethical standards; demonstrate empathetic disposition, and perseverance; reflect optimistic and positive attitude, and convey sensitivity to needs of the donors.
10. Superior people skills that include tact, diplomacy, sophistication, and confidentiality

**Project Management-**demonstrated ability to effectively plan and measure a plan while working towards the successful completion of a specific goal.

11. Reports to Director of Advancement & Planned Giving and works collaboratively with the Senior Vice President of Advancement, Chief Operating Officer, and the Foundation President. Assist other Foundation staff members and volunteers with fundraising initiatives.
12. Support, in conjunction with other staff members, and participate in Phi Delta Theta's major conferences and other meetings supported by the Foundation.
13. In cooperation with other staff members, write, edit and print articles for *The Scroll* and other communication devices that promote the Foundation and its activities.
14. Participate in professional and inter-fraternity conferences and workshops (NICF/AFP/CASE) related to Foundation activities, as time permits.
15. Assist in the execution of all approved programs (i.e. Fellows, Trustee Engagement), projects and functions of the Foundation Staff.
16. Monitor overall performance against objectives.

#### **REQUIRED EDUCATION AND EXPERIENCE**

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1. A bachelor's degree
2. Past professional experience in a field involving relationship building, fundraising preferred
3. A demonstrated track record of initiative and innovation
4. Excellent organizational, written, oral and interpersonal skills
5. Passion and love of the Phi Delta Theta Mission
6. Ability and interest to travel on a frequent basis. This travel will include nights and weekends. Must possess a valid driver's license and satisfactory driving record.

#### **GENERAL EXPECTATIONS**

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Regular attendance on the job is an essential function of the position. Maintain office hours as needed or assigned, even when operating remotely. Conduct is expected to be professional and courteous. Instructions and assignments are to be carried out in a manner that promotes and is consistent with the goals and values of Phi Delta Theta.

#### **SALARY AND BENEFITS**

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Salary will be determined depending upon background and experience. Phi Delta Theta offers an excellent benefits package including retirement planning.

#### **ORGANIZATIONAL BACKGROUND**

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Founded at Miami University in Oxford, Ohio on December 26, 1848, Phi Delta Theta International Fraternity has 182 chapters and 91 alumni clubs across the United States and Canada. To date, the Fraternity has initiated over 255,000 men into the society whose founding principles are friendship, sound learning and rectitude