

Phi Sigma Kappa

Promoting Brotherhood, Stimulating Scholarship
and Developing Character since 1873.

The Phi Sigma Kappa Foundation has an immediate opening for a talented professional to lead our fundraising efforts as the **Director of Development**.

The Director of Development is a full-time employee of the Phi Sigma Kappa. The Director of Development directs and manages the philanthropic fundraising program including the annual fund, major gifts and planned giving. In addition, the position develops and coordinates alumni programs that will provide improved alumni relations with the Fraternity and perhaps stimulates a stronger connection for alumni with the Phi Sigma Kappa Foundation. The Director is responsible for managing relationships with annual giving donors, mid-range donors and major donor prospects with an emphasis on cultivating and securing annual gifts made monthly. This position reports to the Chief Operating Officer of Phi Sigma Kappa. A review of applications will begin immediately and continue until the position is filled.

Minimum Qualifications:

A bachelor's degree and three years of fundraising and/or higher education experience, with strong organizational skills and the ability to work with and motivate volunteers for fundraising initiatives is desired. The successful candidate should possess excellent oral and listening communications skills, and have the capacity to communicate persuasively in writing. Experience working with non-profit boards, committees, donors, alumni, and volunteers is desired. Membership in Phi Sigma Kappa is preferred.

Primary Duties & Responsibilities:

- Work collaboratively with the Chief Operating Officer, trustees, and staff to create and execute annual and long-term development strategies to meet goals and outcomes.
- Manage planned giving activities, with knowledge of deferred giving techniques and vehicles appropriate to selected situations.
- Develop and implement various cultivation and solicitation strategies.
- Manage a tracking system for major donors and prospects.
- Work closely with the staff and key volunteers to identify and qualify prospects to support the Foundation.
- Maintain positive relationships with donors and members.
- Identify and cultivate donor prospects, solicit gifts and ensure that donors are appropriately thanked and recognized.
- Assist with the organization and implementation of area alumni/donor receptions as budgeted.
- Proven experience in individual gift fundraising experience and in cultivating and soliciting prospects or in a similar field of prospect recruitment.
- Broad knowledge of the principles of fundraising – able to participate in all aspects of the gift cycle: (1) to initiate contacts with potential donors; (2) to develop appropriate cultivation strategies for them, including working with volunteers and senior Foundation staff and volunteers; (3) to move potential donors in an appropriate and timely fashion

toward solicitation and closure; (4) to make solicitations when appropriate; (5) to maintain stewardship contacts with donors.

- Other duties as assigned by the Chief Operating Officer.

Requirements:

The successful candidate must be a self-starter; goal and achievement oriented; have outstanding organizational skills; exemplary oral presentation and written communications skills. The willingness and flexibility to travel and work some evenings and weekends is necessary. The candidate must effectively collaborate as a member of a team, but also possess ability to function independently. The candidate must also be able to organize themselves to complete multiple tasks simultaneously with close attention to detail and follow-through. The ability to work well under deadlines is essential. Relocation to Indianapolis, Indiana also a prerequisite.

Interested candidates are encouraged to send a cover letter explaining their interest and qualifications for this position to: Michael Carey, Chief Operating Officer of Phi Sigma Kappa 2925 East 96th Street Indianapolis, IN 46240 or michael@phisigmakappa.org.