



Individual Giving Officer

Job Title: Individual Giving Officer

Salary: Exempt

Reports to: Director of Advancement

Effective: As soon as possible

PRINCIPAL OBJECTIVE:

Pi Beta Phi Individual Giving Officer executes a comprehensive fundraising program to identify, cultivate, solicit, and steward individual donors. Further sustains annual giving and major gifts programs. Reporting to the Director of Advancement, the Individual Giving Officer is a critical member of the development team managing the largest portfolio of individual donors. As a member of the team, this position will execute on fundraising special projects, development initiatives, and stated goals. With primary responsibilities including building relationships with Pi Beta Phi members, friends and stakeholders, serving as an ambassador of the organization and securing enthusiastic support for Pi Beta Phi's mission and premier programs.

CORE COMPETENCIES:

- Provides superb customer service for internal and external stakeholders.
- Proven track record of building strong interpersonal relationships; establishes trust, maintains strong relationships, and develop partnerships with all Pi Beta Phi stakeholders; works collaboratively.
- Demonstrated ability to solicit philanthropic gifts or demonstrated transferrable experience in persuasive communications and relationship building.
- Ability to work with minimal supervision, self-motivated, can effectively manage multiple projects and travel, establish priorities, and work in a deadline driven environment. If remote candidate, experience and success working as a remote employee.
- Results-driven through best practices and processes utilizing technology and built on relationship integrity.
- Highly professional demeanor: ability to interact with diplomacy and energy.
- Exemplary verbal and professional written communication skills; ability to communicate effectively in person and by telephone; strong presentation skills and public speaking required.
- Project and time management skills, including management of multi-layered projects.
- Maintains confidentiality; and handles donor's giving and personal information securely and appropriately.
- Organized and comprehensive attention to detail and dedication to producing quality work. Committed to data integrity.
- Resiliency: ability to adapt and respond to various situations.
- Collaborative and works well with team members to achieve shared goals. Experience collaborating with team members in a hybrid work environment.

CORE RESPONSIBILITIES:

- Identify, cultivate, and solicit philanthropic support by developing and maintaining strategic relationships with assigned prospects.
- Incorporate best practices and experience to develop, with Director of Advancement, a sustaining major gifts program for Pi Beta Phi.
- Builds relationships through visits and communication with prospective and existing donors; travels up to full-time and has the ability to work remotely – on the road or various locations.
- Ambassador and passionate for Pi Beta Phi's mission coupled with a strong commitment to know and understand Pi Beta Phi's history, mission, and structure, as well as its services, policies, and procedures; provides insights and updates on initiatives of Pi Beta Phi to alumnae, collegiate members and prospective donors.

- Supports the development and execution of fundraising strategies and methods or activities to ensure proper acknowledgement, recognition, and stewardship of donors.
- Works collaboratively and independently to prepare reports and prospect research materials; completes donor visit reports and donor follow-up in a timely manner.
- Coordinates and conducts prospect research activities to develop strategies for identifying, cultivating, soliciting, and stewarding major individual gifts.
- Manages or participates in special projects, carries out fundraising priorities and other duties as assigned.

SELECTION CRITERIA (Knowledge, Skills and Abilities):

- Bachelor's degree required.
- 5 years experience in fundraising or advancement.
- Experience in positions requiring full-time or significant travel, fundraising, events, and relationship management.
- Mastery of Microsoft Office Suite and internet applications essential.
- Membership in Pi Beta Phi or Greek Affiliation preferred.
- Must successfully complete a credit and criminal background check.

ADDITIONAL INFORMATION:

- Travel up to 100% of time. Must reside within one hour of a major airport.
- Position located at Pi Beta Phi Headquarters in St. Louis, Missouri, or remote employee