
Assistant Director of Development, Annual Giving

Job Title: Assistant Director of Development, Annual Giving **Salary Type:** Exempt

Reports to: Director of Development

Effective: As soon as possible

PRINCIPAL OBJECTIVE:

This full-time position is responsible for the strategic execution, management and evaluation of Pi Beta Phi Foundation's comprehensive annual giving program.

CORE RESPONSIBILITIES:

- Responsible for acquisition, cultivation and solicitation of donors through comprehensive direct mail program and integrates multi-channel communications to drive engagement and reach annual revenue goals.
- Identifies, cultivates, solicits and stewards philanthropic support by developing and maintaining strategic relationships with assigned prospects for annual and major gifts in the \$1,000 – \$10,000 range; completes donor visit reports and donor follow-up in a timely manner.
- Partners with the Director of Development to support volunteer-led prospect management to drive annual support.
- Manages and executes recurring donor strategy including acquisition and ongoing reengagement strategies.
- Manages and evolves strategy in collaboration with Double the Donation to increase the awareness of corporate and matching gift opportunities.
- Responsible and accountable for meeting annual development revenue goals (both team and individual goals), including routine key performance indicators (KPIs) associated with these goals.
- Encourages stakeholder involvement in relationship-building and solicitation, personal giving and donor recognition, as appropriate.
- Serves as the point person with the Marketing and Communications team regarding Foundation communications including *The Arrow*, *The Bow*, fundraising solicitation collateral and digital campaigns.
- Supports Pi Beta Phi's mission and has a strong commitment to know and understand Pi Beta Phi's history, mission, and structure, as well as its services, policies, and procedures.
- Manages or participates in special projects, carries out fundraising priorities and other duties as assigned.

HEADQUARTERS STAFF COMMITMENTS

All members of the Headquarters staff are expected to:

- Offer premier customer service.
- Commit to collaborative relationships with volunteers.
- Care for each other.
- Build affinity and Pi Phi Pride with every action and interaction.



QUALIFICATIONS OF A SUCCESSFUL CANDIDATE:

- Demonstrated ability to solicit philanthropic gifts or demonstrated transferable experience in persuasive communications and relationship building.
- Bachelor's degree required. Minimum of 5 years' experience in fundraising or advancement, or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities
- Experience in positions requiring travel, fundraising, events, and relationship management.
- Broad Fraternity knowledge and membership in Pi Beta Phi preferred.

ADDITIONAL INFORMATION:

- This role requires travel to support donor-centered fundraising practices and on-site engagement at Pi Beta Phi events.

Pi Beta Phi's Mission, Vision, Core Values, and statements on philanthropic service and our Commitment to Diversity, Equity and Inclusion can be found at pibetaphi.org/about.

At Pi Beta Phi Headquarters, we value and respect our employees and their contributions. Our total compensation approach includes base salary, benefits, and a 401(k)-matching program. Each position is externally benchmarked, and the salary ranges are evaluated annually. The salary range for positions is based on local and fraternal market data and allows for various experience levels. The actual pay is based on skills, experience, education, and other relevant factors.

Grade Level: E

Salary Range:

2024-2025 Minimum	2024-2025 Midpoint	2024-2025 Maximum
\$54,105.90	\$63,654.00	\$73,202.10