

ASSISTANT DIRECTOR OF HOUSING ADVANCEMENT

Job Title: Assistant Director of Housing Advancement

Salary Type: Exempt

Reports to: Assistant Executive Director

Effective: As soon as possible

PRINCIPAL OBJECTIVE:

The Assistant Director of Housing Advancement serves on the Fraternity Housing Corporation (FHC) and is responsible for developing and executing a comprehensive fundraising program to support a premier housing experience for Pi Beta Phi members.

CORE RESPONSIBILITIES:

- Develops and implements fundraising strategies and builds case for support for housing campaigns.
- Identifies housing fundraising opportunities, inclusive of cultivation and engagement, solicitation and stewardship. Ensures strategies align with Pi Beta Phi's guiding fundraising philosophies to ensure a cohesive prospect and donor experience.
- Strengthens synergies and reinforces partnership between FHC and Pi Beta Phi Foundation.
- Develops strategic relationships with donors, partners and vendors. Is a passionate and capable ambassador for Pi Beta Phi.
- Partners with the Foundation advancement team to apply existing fundraising philosophy and practices and manage prospective housing donor assigned within advancement team members' portfolio.
- Collaborates with Marketing and Communications team to develop the appropriate messaging, promotional materials and solicitations.
- Manages vendor partnerships to ensure high quality products and successful outcomes that support members/donor engagement and individual campaign efforts.
- Manages relationship with local volunteer committees for FHC campaigns to provide fundraising education, assistance in developing fundraising strategy and ongoing support during campaign efforts.
- Collaborates with Chapter House Corporations (CHCs) to serve as a resource and partner for local housing fundraising campaigns. Manages fundraising approval process with FHC Board President and Executive Director.
- Develops fundraising tools and recommendations to support overall organizational strategy.
- Builds effective and efficient processes for the housing fundraising program, including but not limited to prioritization of fundraising projects, management or support of local campaigns, integration with overall fundraising priorities, managing donor prospect lists and recognizing gifts.
- Other duties as assigned.

HEADQUARTERS STAFF COMMITMENTS

All members of the Headquarters staff are expected to:

- Offer premier customer service.
- Commit to a positive volunteer experience and serving the volunteer.
- Care for each other.
- Build affinity and Pi Phi Pride with every action and interaction.

QUALIFICATIONS OF A SUCCESSFUL CANDIDATE

- Bachelor's degree required.
- Minimum of 5 years professional experience in non-profit fundraising and program or related field such as strategic sales and execution of coordinated fundraising and/or sales program.
- Demonstrated knowledge of resource management, program management and fundraising practices.
- Excellent written and verbal communication skills.
- Member of Pi Beta Phi preferred, not required.

ADDITIONAL INFORMATION:

Moderate travel required in support of development efforts as well as to 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.