



Development and Engagement Manager

Job Title: Development and Engagement Manager

Salary Type: Exempt

Reports to: Director of Development

Effective: TBD

PRINCIPAL OBJECTIVE:

The Development and Engagement Manager is primarily responsible for the strategic execution, management and evaluation of comprehensive annual giving and donor engagement programs, including the coordination and oversight of supporting initiatives. Responsibilities include developing and executing strategies for donor retention and acquisition, chapter giving, donor recognition and stewardship, donor data management and events. Works in collaboration with the development team to identify, cultivate and solicit annual support. The Development and Engagement Manager will develop relationships with donors and key constituencies and serve as an ambassador the Foundation.

Reporting to, and working in close collaboration with, the Director of Development, the Development and Engagement Manager is a key member of the Foundation team responsible for executing key functions and achieving results that meet the Foundation's strategic objectives. The Development and Engagement Manager will also work with the Board of Trustees Vice President of Development and be the staff lead for the Stewardship volunteer committee, with responsibilities to the Development volunteer committee.

CORE COMPETENCIES:

- Highly professional demeanor, able to work successfully with a wide variety of constituents including donors, board members, volunteers, staff and professional consultants.
- Dedicated to providing superb customer service for internal and external stakeholders; acts in ethical manner; displaying core values and beliefs aligned with personal integrity and trust.
- Strong interpersonal/human relations skills; quickly builds rapport and positively manages relationships; works collaboratively.
- Effective communicator, able to motivate others clearly and creatively through both written and verbal avenues.
- Strong verbal and professional written communication skills; ability to communicate effectively in person and by telephone; strong presentation skills and public speaking required.
- 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.
- Project and time management skills, including management of multi-layered projects.
- Has strong drive for results, can be counted on to meet or exceed goals.
- Ability to work with minimal supervision, can effectively manage multiple projects, establish priorities, and work in a deadline driven environment.
- Drive to master new professional responsibilities and adapt to change.
- Aptitude to solicit philanthropic gifts.
- Resiliency; ability to adapt and respond to various situations.
- Makes excellent decisions based on analysis, experience and judgment; able to produce effective solutions to a variety of problems.
- Proficient computer skills in Microsoft Office and complex database management software.

CORE RESPONSIBILITIES:

Annual Giving

- Directs, implements and manages a comprehensive development plan based on expanding individual relationships and coordinating activities, such as mini-campaigns, related to securing charitable support.

- Supports major and annual giving with donor segmentation, prospecting, donor research, tracking mechanisms and recurring reports; utilizes donor database.
- Analyzes results, utilizing donor database and industry trends to inform strategies for comprehensive donor continuum including acquisition, retention conversion and stewardship.
- Manages chapter giving as major source of the Foundation's annual support, including directing overall strategy, communications about chapter giving with chapters, local and regional support teams, implementation of tools to facilitate giving, reports, and awards.
- Identifies, cultivates, and solicits philanthropic support by developing and maintaining relationships with a portfolio of assigned prospects.
- Works collaboratively and independently to prepare reports and prospect research materials; completes donor visit reports and follow-up in a timely manner.

Donor Engagement

- Directs and implements comprehensive donor stewardship and engagement plan, including: utilization of staff, Stewardship committee and Board of Trustees for thanking donors, ensures gift acknowledgement process meets donor engagement objectives, donor recognition months, giving societies and events; implements new ideas and strategies as appropriate.
- Maintains a high-quality stewardship processes for active individual prospects and donors.
- Works with Operations and Development staff to implement methods to capture all pertinent donor/prospect information in the database and donor files; manages donor files.

Events

- Plans and executes all fundraising, cultivation and stewardship events, and Foundation presence at Pi Beta Phi events, including event concept and objective, invitation lists, vendor management, volunteer needs, event solicitations, materials, on-site execution, etc.

Other Responsibilities

- Is an ambassador of collective Pi Beta Phi; provides insights and updates on initiatives of Pi Beta Phi entities to alumnae, collegiate members and prospective donors.
- Builds relationships inside and outside the organization, leverage connections in the field to monitor trends and informs current development strategies.
- Manages or participates in special projects, carries out fundraising priorities and other duties as assigned.

Works in alignment with:

- Foundation leadership developing and managing strategies and business objectives.
- Marketing and communications staff to ensure Foundation and Fraternity messaging and events support strategic and development objectives.
- Fraternity and Fraternity Housing Corporation leadership to ensure chapter giving messages support cross-entity strategic objectives.
- Operations staff to ensure donor database systems meet the functional and strategic needs of the Foundation.

SELECTION CRITERIA (Knowledge, Skills and Abilities):

- Bachelor's degree required.
- Minimum of 3-5 yrs professional experience in non-profit fundraising or related field such as strategic sales, strategic relationship management, higher education including management and execution of coordinated fundraising and/or sales program, event planning and execution.
- Demonstrated experience with fundraising, events and relationship management.
- Demonstrated ability for persuasive writing.
- Mastery of Microsoft Office Suite, especially Excel, and internet applications essential; experience with complex databases essential, proficiency with iMIS software a plus.
- Membership in Pi Beta Phi a plus.
- Must successfully complete a credit and criminal background check.

ADDITIONAL INFORMATION:

- Up to 30% travel required.