



Director of Advancement

Job Title: Director of Advancement

Salary Type: Exempt

Reports to: Executive Director

Effective: As soon as identified

PRINCIPAL OBJECTIVE:

The Director of Advancement is responsible for the design and execution of the comprehensive development strategy including annual giving, major gifts, campaigns and planned giving for Pi Beta Phi Foundation. The Director of Advancement must oversee and lead the development team to successful results through prospecting, donor cultivation, solicitation, donor recognition and engagement. As a senior member of the Foundation staff, the Director of Advancement must demonstrate strategic thinking, organizational leadership and collaboration. The Director of Advancement will develop strategic relationships with major donors and key constituencies and serve as an external representative of Pi Beta Phi.

The Director of Advancement is the chief fundraising officer, reporting to the Executive Director and working closely with the Board of Trustees and Board of Trustees Vice President of Development. This position leads and manages the development staff team and has responsibilities to Development, Stewardship and Campaign Cabinet volunteer committees.

CORE COMPETENCIES:

- Goal-driven and collaborative leader who maintains a proactive culture and confidently motivates, mobilizes, and coaches employees to meet high performance standards.
- Ability to establish and maintain trust-based, effective working relationships with all levels of the organization, external resources and the general public.
- Ability to think strategically and analyze data as a means of developing strategies, capitalizing on opportunities and mitigating risk.
- Professional demeanor and presence to engage colleagues, board members and donors in building a pipeline of potential philanthropic partners, inspiring them to become and remain donors.
- Experienced and successful track record of fundraising success and leadership including:
 - Demonstrated ability to manage a comprehensive development program and staff to achieve fundraising goals;
 - Demonstrated ability to secure 6 and 7 figure gifts;
 - Demonstrated ability to manage activities of multiple staff in the pursuit of major gifts;
- Exceptional communication skills, both written and verbal and the authenticity and language to convey a compelling and inspiring vision.
- Self-confidence, problem-solving skills and ability to exercise sound and confident judgment when maneuvering through complex situations.
- Detail orientated and the ability to manage multiple priorities simultaneously and work well under deadlines.
- Proficient computer skills in Microsoft Office and working knowledge of constituent management software.

CORE RESPONSIBILITIES:

- Develop, implement and manage a comprehensive development strategy inclusive of all annual funds, major gifts, deferred/planned giving, and future growth including major campaigns to meet current and future goals.

- Develop and oversee a comprehensive engagement strategy inclusive of all donor stewardship, recognition and cultivation necessary to maintain membership engagement and donor satisfaction.
- Leads the development staff team, approximately 4 staff, to successfully implement a multifaceted comprehensive fundraising program to support Pi Beta Phi's strategic vision.
- Manages a portfolio of top prospects, including identification, cultivation, solicitation and stewardship of prospects.
- Collaborates with Director of Strategic Initiatives and Executive Director to execute comprehensive campaign strategy including partnership with Campaign Cabinet for portfolio management; partners with campaign cabinet members, manages a significant portfolio of campaign prospects.
- Supports and partners with Board of Trustees and Executive Director to engage the Board to support the strategic direction of the organization.
- In partnership with Vice President of Development, leads the strategic Development Committee, engages committee to execute development strategies and act as ambassadors for Pi Beta Phi.
- Is an 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.
- Build relationships inside and outside the organization, leverage connections to monitor trends and inform current development strategies.
- Collaborates with Development Database Specialist to ensures a comprehensive gift management, analysis, and reporting to support quality decision-making in philanthropy and fund development.
- Works in alignment with Marketing and Communications staff to ensure messaging supports strategic and development objectives.
- Ensures the integrity and confidentiality of all investor/philanthropic partner data and information.
- Ensures ethical and professional standards that are consistently followed in all advancement efforts.

SELECTION CRITERIA (Knowledge, Skills and Abilities):

- Bachelor's degree required; Master's degree preferred.
- Minimum of 5-10 yrs professional experience in non-profit fundraising or related field such as strategic sales, strategic relationship management including management and execution of coordinated fundraising and/or sales program.
- Demonstrated knowledge of resource management, marketing, communication and fundraising practices.
- Demonstrated results leading a development team.
- Proven success in designing and implementing a successful capital campaign.
- Proficient of Microsoft Office Suite essential; experience with constituent management database essential, proficiency with iMIS preferred.
- CFRE and/or CAP credentials preferred.
- Member of Pi Beta Phi preferred.
- Must successfully complete a credit and criminal background check.

ADDITIONAL INFORMATION:

- Up to 70% travel required.