



Engagement Specialist

Job Title: Engagement Specialist

Salary Type: Exempt

Reports to: Director of Strategic Initiatives

Effective: TBD

PRINCIPAL OBJECTIVE:

Pi Beta Phi Foundation Engagement Specialist, under administrative direction, identifies, cultivates, solicits and stewards donors. The primary responsibilities are building relationships and connections with Pi Beta Phi and serving as an ambassador of the organization. This position serves as development liaison, supports fundraising special projects, development initiatives, and stated goals.

CORE COMPETENCIES:

- Dedicated to providing superb customer service for internal and external stakeholders; acts in ethical manner; works collaboratively.
- Strong interpersonal/human relations skills; quickly builds rapport and positively manages relationships.
- Highly professional demeanor; ability to interact with diplomacy and tact.
- Strong 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.
- Ability to work with minimal supervision, can effectively manage multiple projects, establish priorities, and work in a deadline driven environment
- 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.
- Drive to master new professional responsibilities and adapt to change.
- Aptitude to solicit philanthropic gifts.
- Resiliency; ability to adapt and respond to various situations.
- Ability to independently work and travel extensively.

CORE RESPONSIBILITIES:

- Primary responsibility is visiting prospective donors; travels full-time.
- Identifies, cultivates, and solicits philanthropic support by developing and maintaining relationships with assigned prospects.
- Supports 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 follow-up in a timely manner.
- Is an ambassador of collective Pi Beta Phi enterprise; provides insights and updates on initiatives of Pi Beta Phi entities to alumnae, collegiate members and prospective donors.
- 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.
- Experience with positions requiring full-time travel, fundraising, events or relationship management.
- Mastery of Microsoft Office Suite and internet applications essential.
- Knowledge of Pi Beta Phi entities.
- Membership in Pi Beta Phi preferred.
- Must successfully complete a credit and criminal background check.

ADDITIONAL INFORMATION:

- Temporary Full-Time Exempt Position
- Assignment length, 6 months to 1 year, mutually agreeable upon performance and hire date.
- Travel up to 100% of time. Remote employees acceptable.