



Sorority and Foundation Headquarters Staff Employment Posting

Position Title:	Director of Development
Position Summary:	The Director of Development is responsible for managing the day-to-day operations of fundraising activities, including oversight and implementation of annual giving activities, day of giving, donor stewardship, and new efforts in launching a major gifts program. Each day may be different, one moment strategizing a long-term plan to the next moment of administrative work. The Director of Development will also be involved in supporting the Sorority's National Philanthropic Partnership relationships in the Alpha Sigma Tau Women's Wellness Initiative.
Classification:	Director of Development is a full-time, exempt position. Evening and weekend work, and travel, are required. A remote employment option may be possible for the ideal candidate otherwise the position is based out of the Indianapolis, IN, Headquarters Office.
Anticipated Start Date:	Immediate
Reports to:	Chief Executive Officer
Compensation:	\$55,000-\$65,000 annualized salary, commensurate with education and experience. Competitive benefits package including SIMPLE IRA which includes up to a 3% pre-tax salary contribution matched by the employer. Health/dental/vision/life insurances. Paid time off includes holidays, vacation, and personal time.
Organization History:	Founded in 1899, Alpha Sigma Tau (Sorority) is a national Sorority focused on promoting the ethical, cultural, and social development of women through the development of academic, leadership, social service, and accountability skills and experiences in an environment of exceptional Sisterhood.

The Alpha Sigma Tau National Foundation, Inc. (Foundation) was created in 1982 to create an opportunity for members and friends of Alpha Sigma Tau to financially support the organization through the funding of educational and charitable initiatives including leadership development, health and safety programs, and academic scholarships.

Position Description and Responsibilities include:

- Developing, achieving, and evaluating Foundation fundraising goals.
- Successfully identifying and cultivating Foundation donors within the existing supporter base.
- Fostering a culture of philanthropy through the Alpha Sigma Tau Foundation.
- Exhibiting excellent stewardship of Sorority and Foundation resources through successful collaboration with fellow staff members and vendors.

Position Duties include, but are not limited to:

- Serve as the chief development strategist in alignment with the organization's mission, vision, and priorities as established by the Foundation Board.
- Create an environment of continuous improvement where efforts are devoted to the perpetual enhancement of the Sorority and Foundation's culture and results.
- Communicate fundraising and engagement objectives and expectations throughout the organization, articulating clear roles and responsibilities as well as success criteria to achieve unity of purpose.
- Lead the identification, cultivation, commitment, and recognition of current and future donors (collegians, alumnae, parents, friends, organizations, etc.).
- Achieve aggressive fundraising goals through the ongoing development and execution of annual, planned, and major gift programs.
- Identify top donor profiles through prospect research and prioritize resources to educate, motivate, and develop donor support.
- Lead fundraising training and development to enhance the abilities of the Alpha Sigma Tau Foundation Board of Directors.
- Manage all aspects of the annual (mail and email) campaign for Alpha Sigma Tau Foundation including writing, development, and strategy.
- Manage vendor relationships for Foundation operations including print communication, marketing/premiums, giving day, and other fundraising support platforms.
- Lead the identification, cultivation, commitment, and recognition of current and future donors (collegians, alumnae, parents, friends, organizations, etc.).
- Execute and enhance donor stewardship processes and opportunities.
- Support Foundation operations through applicable completion and delegation of administrative tasks.

Travel includes, but is not limited to:

- National Convention, typically held June of every even year
- Officer Academy, typically held every January
- THE Foundations Seminar, typically held in August annually
- Foundation Board Meetings typically hosted two times annually
- Targeted chapter milestone and alumnae events
- Individual donor meetings

Required Minimum Qualifications:

- Excellent verbal, written, and non-verbal communication skills
- 5-7 years of demonstrated professional success in charitable or association-based fundraising efforts
- Ability to structure an effective and productive fundraising strategy using clear objectives and related metrics of performance
- Demonstrated leadership ability to exercise sound judgment, decisiveness, and performance with a positive impact
- Computer proficiency including use of Microsoft Office Suite and Google Mail
- Familiarity with email marketing tools
- Understands how to navigate a member database
- Bachelor's Degree with professional or educational experience in successful fundraising

Preferred Qualifications:

- 7-10 years of professional success in charitable or association-based fundraising
- Certified Fund-Raising Executive
- Work experience in a membership association
- Familiar with Patriot Member Database, Adobe InDesign, and MailChimp
- Member of a National Panhellenic Conference organization; Alpha Sigma Tau members most preferred

Application Process: Applications will be accepted and reviewed on a rolling basis until the position is filled. **Review of candidates will begin immediately.**

Interested applicants should submit via email the following:

1. Letter of interest including responses to the questions below
2. Two samples of donor communications **written by the applicant**
3. Resume

Please include the following with your letter of interest:

1. Describe your demonstrated success in charitable or association based fundraising efforts.
2. Describe a time when a fundraising effort or initiative did not go as well as planned. What obstacles did you encounter in the execution? What would you do differently today?
3. Describe the type of work environment in which you work best. What personality types do you find easiest to work with? What personality types do you find most difficult to work with?
4. Describe an individual donor cultivation effort that was successful. What made it so successful?
5. Describe an individual donor cultivation effort that was unsuccessful. What caused the obstacle that prevented success?
6. Why are you the best candidate to deliver measured results for Alpha Sigma Tau?

Submit all materials or any questions regarding the position to Jim Paponetti, Chief Executive Officer, at jpaponetti@alphasigmatau.org.