



PI BETA PHI FOUNDATION JOB POSTING

Title of position: Development Officer

Reports to: Executive Director

Overview: The Development Officer works closely with the Executive Director to execute the annual and long term fundraising plans of the Foundation, by developing strategic and profitable relationships with key donors and constituencies of the Foundation.

Core Responsibilities:

- Works closely with Executive Director to develop annual Development Plan, and to manage and execute components accordingly, including implementation of Moves Management processes on key donor relationships.
- Is responsible for a portfolio of donors, enhancing relationships to increase affinity and support for the Foundation.
- Is responsible for a portfolio of Alumnae Clubs and Collegiate Chapters, enhancing relationships to increase affinity and support for Foundation.
- Works collaboratively with the Foundation team to fulfill the organization's vision and mission and to meet the strategic and annual goals.
- Understands and effectively communicates the direction and key goals of the Foundation to internal and external audiences.
- Delivers consistent and predictable results, achieving specific fundraising and strategic objectives.
- Continuously brings new ideas and creative approaches to the donor development continuum.

Qualifications:

- Bachelor's degree required.
- A minimum of 5 yrs experience in non-profit fundraising or related field, including management and execution of major gifts fundraising programs.
- Member of Pi Beta Phi strongly preferred.
- Demonstrated ability to effectively function as a member of a high performance team.
- Demonstrated ability to perform independently, to execute strategic plans and manage projects.
- Proven ability to lead and motivate donors and volunteers to shared values and common goals.
- Exceptional oral and written communication skills.
- Excellent presentation skills.
- Excellent professional appearance and demeanor.

Additional Information:

- Up to 50 % travel required.

How to Apply:

Submit a resume with a cover letter, in confidence, to:

Pi Beta Phi Foundation
Attn: Development Officer Position
1154 Town & Country Commons
Town & Country, MO 63017
Email: fndn@pibetaphi.org

Please indicate salary preferences as well as your ability to relocate to St. Louis, Missouri, in your cover letter.
No phone calls, please.