

Alpha Delta Pi Foundation

EDUCATE • LEAD • SERVE

LEADERSHIP GIVING AND SCHOLARSHIP SPECIALIST

GENERAL DESCRIPTION: Responsible for implementing a leadership-level gift strategy, helping donors progress through annual giving club levels and join undergraduate, young alumnae, and leadership giving societies. This position is also responsible for administering the Foundation's scholarship and emergency grants programs, as well as our collegiate Chapter Foundation Ambassador program.

Position Expectations

FUNDRAISING AND DONOR RELATIONS

- Oversee fundraising efforts associated with annual donor recognition clubs and giving societies, including Anniversary Club, Blue & White Club, Diamond Club, Eugenia Tucker Fitzgerald Club, Octavia Andrew Rush Young Alumnae Giving Society, 1851 Violet Circle (undergraduate giving society), and Wesleyan Society.
- Work with the Foundation team to develop relationships with prospects and donors.
- Engage with alumnae, undergraduate members, parents, friends, and other constituencies as it relates to matters of the Foundation.
- Seek chapter support for annual contributions to three key funds.
- Serve as the primary point of contact for our collegiate Chapter Foundation Ambassadors.
- Attend events and conferences as needed, including occasional nights, weekends, and out-of-town travel.

SCHOLARSHIP AND GRANT ADMINISTRATION

- Coordinate all aspects of the Foundation's emergency grant and scholarship program, including but not limited to:
 - Oversight of the application process,
 - Communication and distribution of applications with volunteer committees, and
 - Stewardship for donors to all scholarship and grant programs.
- Provide administrative support for the Ronald McDonald House Charities grant application process.
- Organize and prioritize information and communications; provide clerical and administrative support as needed.
- Maintain up-to-date documentation of policies and procedures relevant to the position's duties and responsibilities. Identify opportunities, methods, and policies that contribute to the improvement of those functions and collaborate with other team members to implement appropriate changes.

Background and Experience

Related experience may include a combination of fundraising experience, volunteer board management, external sales, external/community relations, business development, marketing or other experience that involves reaching out to external broad-based constituencies to engage more closely with the organization or company that you represent.

REQUIRED

- Bachelor's degree, with 1-5 years of relevant experience.

- Ability to cultivate and solicit gift prospects.
- Proficiency with Microsoft Word (including formatting, mail merge, and track changes), Excel (including sort, filter, conditional formatting, and formulas), Adobe Acrobat Pro, and Microsoft Outlook.
- Knowledge of relational database concepts and the ability to learn quickly and adapt to changing technologies.
- Detail-oriented and highly organized with a demonstrated ability to manage multiple tasks and demanding timelines.
- Ability to work independently and within a team-based environment. Willing to travel to out-of-town events and conferences as needed.
- Strong communication skills (written, oral, and interpersonal) and excellent proofreading skills.
- Ability to exercise judgment, diplomacy, and confidentiality.

RECOMMENDED

- Membership in a sorority or fraternity is a plus.
- Thorough understanding of standard non-profit practices.
- Experience with iMIS, Crystal Reports, and/or SQL.
- Professional experience in non-profit, development, or alumnae/alumni relations.
- Previous Alpha Delta Pi, campus, and/or volunteer-support organization experience.

About Us and How to Apply

The Alpha Delta Pi Foundation, Inc. is a 501(c)(3) organization that supports the leadership, educational and philanthropic purposes of Alpha Delta Pi Sorority. Visit <https://alphadeltapi.org/foundation/>.

STATUS: Non-Exempt

DEGREE OF SUPERVISION: Moderate

FROM: Foundation Executive Director and Senior Director of Development Operations

EMPLOYMENT LOCATION: This position is based at Alpha Delta Pi's Executive Office in Atlanta, GA with hybrid work arrangements in accordance with the policies, procedures, and needs of the Foundation. Salary commensurate with experience. We are a smoke-free property.

TO APPLY: Interested candidates should send a cover letter and resume to hr@alphadeltapi.com.