



THE PI KAPPA ALPHA FOUNDATION

Raising Funds to Educate and Empower Principled Leaders.

Job Title:

DIRECTOR OF DEVELOPMENT ♦ PI KAPPA ALPHA FOUNDATION

Organization:

The Pi Kappa Alpha Foundation is an educational 501(c)(3) foundation established to provide funding for the support of qualified programs defined by the Pi Kappa Alpha Fraternity. Pi Kappa Alpha is dedicated to developing men of integrity, intellect, and high moral character.

Job Description:

The director of development will work full-time to independently, develop and implement Pi Kappa Alpha Foundation fundraising strategy in assigned region. They are tasked with raising charitable dollars by managing a portfolio of mid-level donors and establishing alumni networks. The director of development will report to the Chief Development Officer and work in conjunction with other Foundation staff to identify, cultivate and solicit alumni donors, practice on-going donor stewardship, respond to donor questions, assist with the coordination of alumni-focused events, and other general staffing support.

Responsibilities – Fundraising:

- Manage and promote the Presidents Council, Pi Kappa Alpha Foundation's premier annual giving campaign.
- Manage a portfolio of 250 to 500 prospects capable of making a gift of \$5,000 or higher over a five-year period.
- Utilize moves management process of identification, cultivation, solicitation, and stewardship techniques.
- Conduct 200 personal visits with donors and prospective donors per year.
- Develop and maintain relationships with a broad cultural and generational base of volunteers, including those of significant wealth.
- Educate and manage alumni and undergraduate volunteers so they understand and implement fundraising strategies according to established protocols.
- Prepare proposals and gift agreements for proper gift documentation.
- Prepare correspondence with prospects and all reporting in a professional and timely manner.
- Write various types of alumni relations and fundraising communication pieces including newsletters, memoranda, campaign brochure copy, fundraising appeals and more.
- Record donor pledge commitments.
- Attend major chapter, alumni association, and International Fraternity events.
- Participate in cross-departmental operations: Annual Fund, Student Giving, Educational Facilities Grants, Planned Giving, etc.

Responsibilities – Other:

- Travel 50% of your time throughout the United States (primarily within your assigned region), including some evenings and weekends. A typical donor visit is a three-day and two-night trip. Evenings involved and depend on donor schedule. Weekend work constitutes attendance at PIKE University events (1-2 annually) and alumni/donor events (likely 1-2 annually).
- Travel will focus on managed portfolio in designated region within the United States.
- Protect confidential and sensitive information.
- Manage regional fundraising budget.
- Manage time sensitive tasks on a daily basis.
- Adhere to and enforce all applicable Pi Kappa Alpha Foundation related policies.
- Other duties as assigned or required.

Qualifications:

- Bachelor's degree preferred.
- One to three years of experience in fundraising, outside sales, or membership recruitment in a non-profit or service industry.
- Pi Kappa Alpha or other fraternity/sorority membership is preferred.
- Verbal communications skills and demonstrated ability to write clearly and persuasively.
- Organizational, event, and partnership-building skills.
- Goal oriented with the ability to work independently.
- Computer skills and knowledge of database programs.

The position is full-time (part time options available as well), exempt, located in Memphis, TN (Headquarters) or in a pre-identified major city within director's designated region. Candidate will be responsible for all management of the director of development position as a remote employee of the Pi Kappa Alpha Foundation.

The Pi Kappa Alpha Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, or disability. In addition to federal law requirements, the Pi Kappa Alpha Foundation complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

For questions/consideration, please contact:

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