



Foundation Operations Coordinator

Job Title: Foundation Operations Coordinator

Salary Type: Exempt

Reports to: Executive Director

Effective: October 2024

PRINCIPAL OBJECTIVE:

The full-time position coordinates Foundation operational functions including gift and pledge entry management, analyzing gift and commitment information and documentation, and managing donor and prospect data in Salesforce.

CORE RESPONSIBILITIES:

- Manages the gift and pledge acknowledgment process; generates monthly pledge reminders via Salesforce. Monitors outstanding pledges and ensures payments are correctly attributed.
- Leads the prospect management functions, such as portfolio assignments, , reporting and moves management tracking.
- Uploads, maintains, and refreshes acknowledgment templates. Coordinates and works with the Development team to customize acknowledgment letters for all events, and donors as needed.
- Builds and monitors reports, dashboards, and list views to monitor data integrity and support cross-departmental staff data needs.
- Responsible for fulfilling data report requests to support Foundation fundraising practices.
- Updates information in Salesforce or other third-party platforms as needed.
- Updates and maintains donor information for accuracy.
- Monitors duplicate & new contact reports weekly and collaborates with Development team to correct as needed.
- Uses advanced features, including mass record editing and batch uploading tools for efficient data processing.
- Creates honor and memorial gift reports to ensure all donations are accurately and appropriately acknowledged.
- Supports the Development team with administrative tasks, event support, volunteer support, and donor stewardship.
- Collaborates with Director of Finance to execute routine housing campaign fund reports, providing gift detail, pledge reminders, and fund balances.
- Supports Pi Beta Phi's mission and has a strong commitment to know and understand Pi Beta Phi's history, mission, and structure, as well as its services, policies, and procedures.
- Manages or participates in special projects, carries out fundraising priorities and other duties as assigned.

HEADQUARTERS STAFF COMMITMENTS

All members of the Headquarters staff are expected to:

- Offer premier customer service.
- Commit to collaborative relationships with volunteers.
- Care for each other.
- Build affinity and Pi Phi Pride with every action and interaction.



QUALIFICATIONS OF A SUCCESSFUL CANDIDATE:

- Bachelor's degree required. Minimum of 2 years' experience in operations and/or fundraising, or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities
- Broad Fraternity knowledge and membership in Pi Beta Phi preferred.

ADDITIONAL INFORMATION:

- This role requires travel to support donor-centered fundraising practices and on-site engagement at Pi Beta Phi events.

Pi Beta Phi's Mission, Vision, Core Values, and statements on philanthropic service and our Commitment to Diversity, Equity and Inclusion can be found at pibetaphi.org/about.

At Pi Beta Phi Headquarters, we value and respect our employees and their contributions. Our total compensation approach includes base salary, benefits, and a 401(k)-matching program. Each position is externally benchmarked, and the salary ranges are evaluated annually. The salary range for positions is based on local and fraternal market data and allows for various experience levels. The actual pay is based on skills, experience, education, and other relevant factors. Minimum salary in grade level C is \$41,481.