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## Director of Development and Engagement

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**Job Title:** Director of Development and Engagement

**Salary Type:** Exempt

**Reports to:** Executive Director

**Effective:** October 2024

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### **PRINCIPAL OBJECTIVE:**

This full-time position is responsible for setting the strategy for and overseeing all development activities, including fundraising, donor relations, and strategic partnerships. This position supervises and provides leadership to all frontline fundraisers and supporting fundraising roles.

### **CORE RESPONSIBILITIES:**

- Oversees and leads the Development Team to successful results through prospecting, donor cultivation, solicitation, donor recognition and engagement to successfully implement a multifaceted comprehensive fundraising program to support Pi Beta Phi's strategic vision.
- Develops, implements and manages a comprehensive annual fund, major gifts, deferred/planned giving development strategy and forecasts growth for major campaigns to meet current and future goals.
- Develops and oversees a comprehensive donor stewardship, recognition and cultivation strategy necessary to expand member engagement and donor satisfaction.
- Responsible for the strategic oversight and planning of the Foundation's partnership with the Fraternity in programmatic initiatives.
- Develops strategic relationships with major donors and key stakeholders; serves as an external representative and ambassador of Pi Beta Phi.
- Responsible for managing a portfolio of major and planned gift donors for gifts of \$25,000 and above.
- Collaborates with Executive Director to execute comprehensive campaign strategy including partnership with volunteer leaders for campaign direction and portfolio management; partners with campaign cabinet members, manages a significant portfolio of campaign prospects.
- Ensures comprehensive gift management, analysis, and reporting to support quality decision-making in philanthropy and fund development.
- Works closely with the Board of Trustees and Board of Trustees Vice President of Development to support the strategic direction of the organization
- Oversight of Development Committee including hosting monthly meetings in collaboration with the Vice President of Development; manages quarterly prospect assignments and supports volunteers as frontline fundraisers; manages routine reporting for volunteer prospect managers.
- Oversees the Housing Fund program management; manages donor relationships to assist with cultivation, solicitation and stewardship.
- Collaborates with the Fraternity Housing Corporation team and external fundraising partners to support volunteer-led campaigns.
- Supports development of fundraising, communication and engagement strategy for housing campaigns.
- 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 a positive volunteer experience and serving the volunteer.
- Care for each other.
- Build affinity and Pi Phi Pride with every action and interaction.

**QUALIFICATIONS OF A SUCCESSFUL CANDIDATE:**

- Bachelor’s degree required (master’s degree preferred) with minimum of ten years professional experience in non-profit fundraising or related field or any combination of experience and training that provides the required knowledge, skills, and abilities.
- Demonstrated knowledge of resource management, marketing, communication and fundraising practices.
- Demonstrated ability to manage a comprehensive development program.
- Working knowledge of constituent management software required; Salesforce experience preferred.
- CFRE and/or CAP credentials preferred.
- Pi Beta Phi Fraternity membership preferred.

**ADDITIONAL INFORMATION:**

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

Supervises the following: Assistant Director of Development, Leadership Giving; Assistant Director of Development, Annual Giving; Donor Experiences and Event Manager; Donor and Volunteer Engagement Manager

**Pi Beta Phi’s Mission, Vision, Core Values and statements philanthropic service and Commitment to Diversity, Equity and Inclusion can be found at [pibetaphi.org/about](http://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 G is \$72,204.**