



Development and Engagement Manager Position Description

Job Title: Development and Engagement Manager
Reports to: Senior Director of Development
Status: Exempt, Full-Time
Location: Evanston, IL

Position Summary

The Development and Engagement Manager is responsible for the implementation of a comprehensive giving program designed to increase Alpha Phi Foundation's annual support and individual giving pipeline. S/he coordinates all aspects of the giving process, including the strategy for donor/prospect acquisition through broad based appeals that generate significant revenue. The Development and Engagement Manager reports to the Senior Director of Development and is part of the Development Team at Alpha Phi Foundation.

Principal Areas of Responsibility

Individual Giving

To increase individual donor revenue and retention, and expand the campaign prospect pool, through the annual fund, giving circles and societies, and other giving programs.

- Manage the execution of all individual giving solicitations and stewardship activities (including direct mail appeals, telefunding and digital campaigns, impact reporting and stewardship fulfillment)
- Manage all giving circles and societies, serving as staff partner for associated committees and councils
- Manage stewardship processes, including an annual review of individual giving benefits and donor upgrade opportunities
- Produce the appropriate collateral (brochures, promotional materials, online content) for giving programs in collaboration with the development team
- Maintain positive working relationships with all vendors, including copywriters, designers, fulfillment partners and software providers

Campaign Support

To ensure all systems and processes in support of giving efforts are seamless, efficient and donor-centered.

- Manage a portfolio from identification through solicitation; design and implement personalized strategies for each prospect
- Ensure all gift commitments and information related to fundraising activities are entered into the database in a timely and accurate manner

- Assist with the preparation of materials for individual donor visits and cultivation events

General

To support and fulfill overall development needs, goals and expectations.

- Support the planning and attend key events for Leadership Conference & Convention
- Demonstrate the Foundation's mission and vision and perform other duties as assigned

Relationships

The Development and Engagement Manager reports to the Senior Director of Development. S/he works closely with members of the Development Team and the Data Management Associate to accomplish shared goals and to ensure all gift processing and stewardship practices maintain the highest level of donor-centered fundraising.

Qualifications

- Bachelor's Degree and 3-5 years of fundraising experience
- Detail-oriented with high standards for excellence, accuracy and confidentiality
- Ability to effectively manage processes and people
- Exceptional time and project management skills
- Proven written and personal communication skills in crafting appeals, acknowledgements and donor outreach
- Ability to thrive both independently and in a team environment
- Aptitude for developing, implementing and maintaining systems and processes
- Knowledge of donor software programs (e.g., Raiser's Edge) is required, and continuation of education on such tools for the nonprofit sector is expected
- Personal and professional values consistent with the Alpha Phi organization
- Membership in Alpha Phi preferred but not required

To apply for this opportunity, visit our Careers page at <https://www.alphaphifoundation.org/about/careers/>

Alpha Phi Foundation is an Equal Opportunity Employer.