



**Job Title: Chapter Giving Coordinator**

Reports To: Senior Director of Development

Status: Exempt, Full-Time

Location: Evanston, IL

**POSITION SUMMARY**

The Chapter Giving Coordinator is responsible for coordinating, maintaining and evolving the fundraising relationship between the Foundation and the alumnae and collegiate chapters of Alpha Phi Foundation, a 501(c)(3) organization. The majority of the work of this role will be with collegiate chapters.

**RESPONSIBILITIES AND DUTIES**

- Work with chapters to help facilitate fundraising growth and knowledge of the Foundation
- Serve as resource for chapter officers regarding philanthropy event planning, fundraising best practices, and GiveSmart
- Produce appropriate chapter fundraising reports
- Develop and maintain chapter event resources and content on Alpha Phi Foundation website, in bi-monthly e-newsletter series, and on social media
- Manage chapter giving donation process including reconciliation with Foundation financial systems
- Serve as primary point of contact with chapter fundraising vendors (i.e. GiveSmart)
- Assist with planning and support of Leadership Conferences & Convention

**EDUCATION & QUALIFICATIONS**

The Chapter Giving Coordinator will be a highly motivated self-starter with a Bachelor's Degree and 1-3 years' experience in development or a related field. An ideal candidate for this position will possess the following qualities and attributes:

- Exceptional interpersonal skills and a commitment to representing Alpha Phi Foundation with enthusiasm, warmth and professionalism
- Ability to build and maintain positive personal relationships with both internal and external personnel and donors in a broad range of situations
- Outstanding written and oral communication skills
- Ability to organize data and generate reports quickly and accurately
- Ability to work both collaboratively and independently to best serve the needs of a project
- Capacity to multitask and manage multiple projects and assignments
- Excellent copy editing/proofreading skills
- Proficiency with Microsoft Office; working knowledge of Mailchimp, social media platforms, and The Raiser's Edge a plus

Some travel required

*Alpha Phi membership preferred, but not required.*

**HOW TO APPLY**

To apply for this opportunity, visit the Careers page at [www.alphaphifoundation.org/about/careers](http://www.alphaphifoundation.org/about/careers). Cover letters may be addressed to Crista Vasina, Senior Director of Development. In your letter, please speak directly to your experience and interest in working with our organization.

Alpha Phi Foundation is an Equal Opportunity Employer.

*About Alpha Phi Foundation*

Founded in 1956, Alpha Phi Foundation is a nonprofit organization whose mission is to advance women's lives through the power of philanthropy. The Foundation is the philanthropic and educational partner of Alpha Phi International Fraternity. Through contributions from individuals and chapters, the Foundation funds programs and initiatives focused on five vital areas: leadership training and development, scholarship, women's heart health, assistance grants and heritage. For more information visit [www.alphaphifoundation.org](http://www.alphaphifoundation.org)