

**Job Title: Development Coordinator**

Reports to: Director of Individual Giving

Status: Exempt, Full-Time

Location: Evanston, IL

POSITION SUMMARY

The Development Coordinator assists in coordinating, maintaining and evolving the processes for all donor gifts, acknowledgements, and overall stewardship efforts for Alpha Phi Foundation. The Coordinator executes all aspects of the gift reconciliation process, including data analysis and reporting; serves as a primary contact for current and prospective donors; and assists with individual and chapter giving efforts through donor communication and campaign support.

Alpha Phi Foundation is comprised of a small and dynamic team, and to ensure organization success, the Development Coordinator has working relationships with every staff member. The Coordinator is also a member of the Development team.

RESPONSIBILITIES AND DUTIES*Solicitation and Support*

- Manage the creation, annual updating, and mailing of gift acknowledgment letters
- Assist in preparation, execution and analysis of giving campaigns
- Assist with the research and preparation of materials for individual donor solicitations

Stewardship

- Coordinate production and timely fulfillment of campaign incentives
- Support cultivation and stewardship efforts for all donor recognition societies
- Prepare reports, research and other materials for individual solicitations
- Maintain, update and implement Stewardship Matrix

Events

- Prepare reports, research and other materials for cultivation and solicitation events
- Assist in event follow up including thank you letters and data entry
- Serve as a knowledgeable and enthusiastic representative at events
- Assist with planning and support of key events for Leadership Conferences & Convention

Assist with various projects and other duties, as needed

EDUCATION & QUALIFICATIONS

The Development 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
- Capacity to multitask and manage multiple projects and assignments
- Excellent copy editing/proofreading skills
- Proficiency with Microsoft Office and Google Drive; working knowledge of Mailchimp, social media platforms and Raiser's Edge a plus

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. Cover letters may be addressed to Carolyn Gregg, Director of Individual Giving. 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