

**Job Title: Donor Relations Manager**

Reports to: Senior Director of Development

Status: Exempt, Full-Time

Location: Evanston, IL

POSITION SUMMARY

The Donor Relations Manager will identify, cultivate, solicit, and steward a portfolio of mid-level donors. The Manager will coordinate the maintaining and evolving processes for all gifts, acknowledgements, and overall stewardship efforts for Alpha Phi Foundation. The Manager 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 Donor Relations Manager has working relationships with every staff member and will work closely with Director of Individual Giving. The Manager is also a member of the Development team.

RESPONSIBILITIES AND DUTIES*Solicitation and Support*

- Regularly communicate with donors and prospects to identify individual areas of interest and develop personal solicitation strategies
- Manage a portfolio of mid-level donors
- Serve as resource and provide campaign support to the Foundation Board, Campaign Steering Committee and Major Gifts Officers
- 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

- Work in collaboration with the Development team to execute a year-round engagement plan focused on stewardship of existing and prospective donors
- Coordinate production and timely fulfillment of campaign incentives
- Support cultivation and stewardship efforts for donor recognition societies
- 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 Donor Relations Manager will be a highly motivated self-starter with a bachelor's degree and 3-5 years of 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 Office 365, 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/careers. Cover letters may be addressed to Crista Vasina, Senior Director of Development, and should speak directly to your experience and interest in working with Alpha Phi Foundation.

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 areas: leadership training and development, scholarship, women's heart health, assistance grants and heritage. Learn more at www.alphaphifoundation.org