



**Job Title: Development Coordinator**

Reports to: Senior Director of Development

Status: Exempt, Full-Time

Location: TBD

**POSITION SUMMARY**

The Development Coordinator assists in coordinating, maintaining and evolving the processes for all donor gifts, acknowledgements, and overall fundraising efforts for Alpha Phi Foundation. The Development Coordinator executes all aspects of the gift reconciliation process, including data analysis and reporting and assists with individual and chapter giving efforts through donor communication and campaign support.

Alpha Phi Foundation is in the final stages of a \$38M record breaking comprehensive campaign. The Foundation is comprised of a small and dynamic team, and to ensure organization success, the Development Coordinator has working relationships with every staff member.

**RESPONSIBILITIES AND DUTIES**

*Support*

- Serve as resource and provide support to the Foundation Board, Campaign Steering Committee, Campaign Ambassadors, and Major Gifts Officers
- Manage the creation and distribution of gift acknowledgment letters
- Coordinate production and timely fulfillment of campaign incentives
- Assist in preparation, execution and analysis of giving campaigns
- Assist with the research and preparation of materials for individual donor solicitations
- Support cultivation and stewardship efforts for all donor recognition societies
- Prepare reports, research and other materials for individual solicitations

*Events*

- Prepare reports, research and other materials for donor events
- Assist in event follow up including thank you letters and data entry
- Support the planning 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 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 and experience with Raiser's Edge or other donor databases

Alpha Phi membership preferred, but not required.

## **HOW TO APPLY**

To apply for this opportunity, visit the Careers page at [www.alphaphifoundation.org/careers](http://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](http://www.alphaphifoundation.org)