



Job Title: Development Officer

Reports to: Senior Director of Development

Status: Exempt, Full-Time

Location: Remote work; Concentrated travel and portfolio management in East Texas/Louisiana and/or Washington D.C./Virginia areas

Phi Mu Foundation is currently accepting applications for a Development Officer to join a dynamic team working in support of the organization's powerful mission.

Phi Mu Foundation is committed to the lifetime development of women through the support of the organization's leadership, scholarship, philanthropic & educational programs, and historic preservation.

POSITION SUMMARY

Reporting to the Senior Director of Development, the Development Officer will serve as an integral part of the development team to advance fundraising efforts and mission delivery. The Development Officer will have the opportunity to identify, cultivate, solicit, and steward a portfolio of mid-level donors; increase annual giving program membership; support the public phase of the \$15 million One Destiny comprehensive campaign; manage prospect research and the digital moves management system; manage and support key volunteer teams; support special events; and advance individual giving efforts and all related responsibilities.

Responsibilities:

- Support annual fundraising campaign efforts including growing the annual giving programs
- Manage a portfolio of mid-level donors and execute individual solicitation strategies
- Regularly communicate with donors and prospects to identify individual areas of interest and develop personal solicitation strategies
- Conduct meetings with prospects annually with expectation of moving prospects to solicitation
- Serve as resource and provide campaign support to the Foundation Board, National Campaign Leadership Team, and Development Staff
- Assist with the research and preparation of materials for individual donor solicitations
- Assist in preparation, execution and analysis of giving campaigns
- Coordinate production and timely fulfillment of campaign incentives
- Assist the prospect management process and manage data in Blackbaud Raiser's Edge NXT database

Requirements:

- Bachelor degree required; Master degree a plus
- Two to four years of fundraising success in an education, charitable or nonprofit setting
- Ability to travel 40-50%, and to work nights and weekends as needed
- Demonstrated excellence in written and oral communication
- Exceptional interpersonal skills and proven ability to build and nurture personal relationships with staff, volunteers and donors
- Commitment to professionalism, teamwork and the mission of Phi Mu Foundation
- Ability to organize and analyze data with accuracy
- A proven ability to independently manage multiple priorities and projects



- High level of energy, initiative and enthusiasm
- Highly motivated self-starter who can work collaboratively and independently
- Computer competency - Microsoft Word, Excel, Outlook, PowerPoint, Google Drive
- Experience with Blackbaud products (Raiser's Edge) or other donor/customer management database a plus

Phi Mu membership or membership in another Greek organization is preferred, but not required.

All employees of Phi Mu Foundation must be able to work in a team environment. Our small staff creates an environment with many overlapping duties and prioritizes teamwork and collaboration. Development Officer must be able to work with all Headquarters staff in support of large events such as National Convention and other conferences.

Phi Mu Foundation offers a competitive salary, comprehensive benefits, and opportunities for professional development and growth. We value the mission-centered work while prioritizing an outstanding culture that provides a work-life balance and supportive, team environment.

To Apply: [Please submit your resume and a thoughtful cover letter describing your interest in the position and experience by filling out this form.](#) Application deadline is July 31, 2021.

Phi Mu Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.