



Job Title: Donor Relations Assistant

Reports to: Donor Relations Manager

Status: Hourly, Part-time (approximately 20 hours per week)

Location: Peachtree City, GA

Donor Relations Assistant

Reporting to the Donor Relations Manager, the Donor Relations Assistant will provide professional, executive level support to the entire team for various projects.

Responsibilities

- Serve as support for various Annual Fund campaigns including Caring Carnations, Giving Programs and other projects as they develop.
- Oversee donor acknowledgements and celebrations including anniversaries and birthdays.
- Thoughtfully acknowledge and produce letters and receipts for all gifts; regularly update letters.
- Perform accurate daily processing of donation data in database.
- Support retention efforts through the management and fulfillment of giving program stewardship, including member data records, annual renewals and notifications, management of recurring gifts, and annual recognition efforts.
- Updating information in the constituent database and conducting donor research as needed.
- Support Development team with preparing data pulls and reports as needed.
- Support team with program delivery, donor initiatives or special projects as needed.
- Maintain donor charm inventory and manage delivery to recipients (includes giving level charms and danglers to donors and members)
- Conduct and perform other duties as assigned.

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. Donor Relations Assistant must be able to work with all Headquarters staff in support of large events such as National Convention and other conferences.

Requirements:

- High school diploma; Bachelor degree a plus.
- Professional experience preferred in education or nonprofit setting.
- Demonstrated proficiency in Microsoft Word, Excel, and Google Drive. Knowledge of donor databases, preferred. Must be proficient in mail merge.
- Strong organizational skills and the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer service and response.
- A proven ability to independently manage multiple priorities and projects.
- High level of initiative and willingness and desire to learn a lot of new information quickly.
- This is a 20-25 hours per work week position located at the Phi Mu National Headquarters.



- Work schedule flexibility and ability to respond to situations outside of normal business hours, is required.

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

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.