



Alpha Delta Pi

Foundation

EDUCATE · LEAD · SERVE

The Alpha Delta Pi Foundation, Inc. is conducting a search for an Annual Fund Manager.

POSITION EXPECTATIONS:

The individual in this role will report to the Senior Director of Development and is expected to carry out the following responsibilities to grow the Foundation's Annual Fund:

- Develop and execute all direct mail, email, fiscal year end, and calendar year end campaigns including writing compelling fundraising appeals, data preparation, external vendor coordination, and scheduling
- Design and execute an annual Day of Giving strategy with end-to-end consideration of the donor and volunteer experience while leading data preparation, software and external vendor management, timeline, and Foundation team assignments
- Management of the 1851 Violet Circle undergraduate giving society including solicitation, inventory management, gift entry, and education for collegians through the Chapter Foundation Ambassador program
- Design and present educational materials for the Chapter Foundation Ambassador program, working with collegians to ensure understanding of the Foundation's work and relevance to the chapter experience as well as collaborating with the Sorority's Learning and Development team to provide resources for the learning management system and for collegiate and alumnae training
- Management of the Violets for My Sisters giving program including inventory management, gift entry, data management, and distribution to donors
- Serve as a Foundation representative at Foundation and Sorority functions as needed
- Work collaboratively with the Senior Director of Operations on stewardship initiatives, especially as it pertains to Annual Fund donor engagement and stewardship
- Work collaboratively with the Senior Director of Operations on marketing and communications, especially as it pertains to Annual Fund initiatives
- Serve as support and back up to Gift Processing Specialist for gift entry as necessary
- Support the portfolio management process including data uploads and software management
- Work collaboratively with the Gift Processing Specialist on prospect research and portfolio recommendations, always prioritizing the Annual Fund donor experience

QUALIFICATIONS:

Related experience may include a combination of fundraising experience, volunteer board management, external sales, external/community affairs, business development, marketing or experience that involves reaching out to external broad-based constituencies to engage more closely with the organization or company that you represent. Membership in a Greek sorority or fraternity a plus.

- Bachelor's degree and 2 years of relevant experience
- Willingness and ability to cultivate and solicit gifts from donors and prospects with an understanding of ethical fundraising practices and principles
- Strong oral and written communication skills with experience writing fundraising appeals and donor communications with direct calls to action
- Strong attention to detail and highly organized
- Ability to manipulate and analyze data and hands-on experience with CRM software or database record manipulation, knowledge and experience with iMIS preferred but not required
- Must be able to work occasional nights and weekends and be willing to travel for out-of-town events

The Annual Fund Manager position is full-time hybrid role located in Atlanta and offers a competitive benefits package. Salary commensurate with experience.

The Alpha Delta Pi Foundation, Inc. is a 501(c)(3) organization that supports the leadership, educational and philanthropic purposes of Alpha Delta Pi Sorority.

To apply, interested candidates should send a cover letter and resume to:
hr@alphadeltapi.com