



ZETA BETA TAU FOUNDATION

Position: **Director of Development**

Reports To: Chief Executive Officer

Purpose: The Director of Development is a donor-facing member of the Development team.

The Director of Development qualifies, cultivates, solicits, and stewards prospects through the pipeline, with a focus on donor acquisition, upgrading giving and increasing retention of mid-level donors. The Director of Development works collaboratively with other members of the Development and Engagement teams to create opportunities to engage prospective and current donors. In addition, the position evaluates opportunities for higher-level prospective acquisition. The position develops, implements, and monitors a comprehensive fundraising plan to expand philanthropic support of the organization including identifying and strengthening relationships with stakeholders and actively pursuing individual and organization leads.

In collaboration with other members of the Zeta Beta Tau Foundation staff and in support of both the Foundation's development and engagement plans, the Director of Development develops a strategic annual fundraising plan aimed at increasing organizational capacity and ensuring long-term growth and sustainability.

This position plays a key role in advancing and protecting the Zeta Beta Tau Foundation's reputation and building awareness of Foundation programs.

Responsibilities – Development

- Serve as the organization's primary liaison for a portfolio of approximately 100 individual donors to cultivate, solicit and steward their annual giving and encourage additional program, endowment, and legacy investments.
- Develop and implement moves management plans, strategies, and steps for donors, including research and identification, cultivation, gift solicitation and stewardship.
- Gain and leverage a deep familiarity with the Zeta Beta Tau Foundation and Fraternity and its educational, leadership, and heritage programming in cultivating donors and prospects.
- Ensures data integrity, consistently and accurately records donor interactions in the CRM (Salesforce/ChapterSpot) as part of the donor management process.
- Knowledge of multiple channel giving modes including but not limited to, donor advised funds, retirement distributions, gifts of stock, planned gifts, to inform donors of gift and pledge options.
- Cultivates relationships with thoughtful, personal outreach and engagement opportunities to secure annual and increased support.
- Manage a strategic portfolio of donors and prospects.
- Conducts calls and visits with donors and prospective donors.
- Represents the Zeta Beta Tau Foundation in meaningful dialogues with prospects and donors, maintaining the highest level of donor confidentiality and discretion. Works with teammates to maximize cultivation and solicitation opportunities that are aligned with funding initiatives, organizational priorities, and match donors' interest.
- Develops strategies and tactics to strengthen relationships, with a focus on retention and increased giving.
- Completes contact reports and database actions to record donor engagement and overall portfolio management.

Responsibilities – Collaboration

- Collaborates with colleagues to share impact, stories, and results to donors and prospects.
- Participates in donor engagement and cultivation events.
- Speak and represent the Zeta Beta Tau Foundation at donor/Fraternity events.
- Seeks opportunities to collaborate with the Fraternity on awareness, engagement, and donor relations opportunities.

Responsibilities - Coordination

- Maintain donor information files accurately and with strict confidentiality.
- Conscientious partnership to ensure achievement of annual goals and share recommendations and opportunities as identified.
- Update CRM database and ensure information provided meets reporting needs.
- Provide regular updates and reports to CEO.
- Utilize methods and systems of prospect research to support development efforts of the organization.
- Partner with the Fraternity on joint messaging and coordination.
- Ensure the database is being used to maximum efficiency and offer suggestions for improvement. Identify opportunities of growth within the database for communications, effective segmentation of audiences, and other outreach and growth.
- Serve as staff liaison to certain standing committees and periodic ad hoc committees as assigned.

Skills Required

- 7-10 years of fundraising experience (or equivalent sales, marketing, or nonprofit experience).
- Ability to work independently.
- Experience managing a portfolio of individuals, including qualification, strategy development, cultivation, and successfully closing annual gifts, via in-person and written solicitation.
- Excellent attention to detail and organizational skills.
- Ability to work as a collaborative and supportive member of the organization.
- Strong project management skills, including time management needed to handle multiple concurrent projects.
- Excellent oral, written, and interpersonal communication skills, utilizing diplomacy and tact, the ability to listen, and the ability to build strong relationships with donors.
- Proficiency in using Salesforce or an equivalent CRM database.
- Ability to travel.
- Ability to communicate effectively across a wide range of audiences, including alumni, undergraduates, parents, donors, donor prospects, board members and other key stakeholders.
- Self-starter and innovator.
- Preferred experience with a fraternal organization/501(c)3 organization.

Salary Range

- \$100,000 - \$120,000 commensurate with experience