



## Director of Philanthropy

**Sigma Kappa Foundation Mission:** Established more than fifty years ago, the Sigma Kappa Foundation's mission is to develop and fund leadership, scholarship and philanthropic initiatives that reflect the values and spirit of our sorority.

**Overview: Reporting to the Executive Director,** the director of philanthropy will serve as a major gift officer for the Sigma Kappa Foundation and be responsible for executing a comprehensive development strategy for each major gift prospect in his/her portfolio of 130-150 donors. The director of philanthropy is paid on a salaried basis with an opportunity to earn a performance-based bonus.

**Purpose:** To secure funds for the Sigma Kappa Foundation by managing a group of assigned donors, assuring that as many as possible are retained as continuing donors to the organization and are upgraded in their giving and involvement

**Reports to:** Executive Director

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### Focus areas:

- **Fundraising:** Encourage and support the major gift fundraising efforts of the Foundation by soliciting contributions and setting an example by contributing her own funds to the organization. Assist in presenting transparent data and return on investment to donors.
  - Develop cultivation, solicitation and stewardship strategies for the foundation through the creation of a marketing impact chart for all major gift donors and prospects (portfolio size: 130-150 major donors)
  - Represent the foundation through regular travel to meet with key donors and steward those relationships
  - Partner with the director of donor relations to implement personalized stewardship strategies for donors
  - Meet annual fundraising goals
  - Develop and maintain ongoing relationships with major donors
  - Oversee organization of special events focused on developing deeper relationships with major donors.
  
- **Budget and Finances:** Develop and monitor the budget in appropriate areas related to major gift fundraising

- **Administrative:** completion of donor visit reports, expense reports and other items in a timely manner.
- **Volunteer management:** Work with board development committee and/or individual board members on managing their own personal portfolio

### **Responsibilities:**

- Qualify new major gift and planned gift prospects as a result of qualification meetings or comparable activity (recommendations and referrals).
  - Use screenings, referrals from trustees or staff, or giving history to determine prospects for qualification meetings.
  - Hold intentional qualification meetings with prospects to verify financial capacity and determine inclination to make a major or planned gift to the Sigma Kappa Foundation.
  - Decide whether to add the prospect to the major gift cultivation and solicitation process or continue them in the annual giving program.
- Cultivate and solicit new gift commitments, including outright gifts, documented pledges and documented planned gifts.
  - Determine the prospects' passions and interests and how they intersect with Sigma Kappa Foundation-fundable priority programs.
  - Create individual goals for each prospect.
  - Discuss opportunities for investment in the PULSE Fund, priority programs or endowed funds.
  - Present giving proposals personalized to the donors' interests and passions and consistent with Fraternity and Foundation priorities.
  - Secure gifts or pledges in accordance with meeting annual goals.
- Will work with the program and the communications teams to secure appropriate project information, including budgets, and create offers, proposals and asks that will be used with persons on the caseload to secure gifts.
- Administrative responsibilities include:
  - Complete donor profiles, contact reports and necessary paperwork on a timely basis.
  - Regularly review donor patterns and move through the moves management cycle based on giving, engagement and other factors.
  - Use iMIS database, excel spreadsheets and other documents to track daily, weekly and quarterly results.
  - Maintains or causes to be maintained all records and equipment per Foundation policy or procedure.
  - Follows Personnel Policies and Procedures of Sigma Kappa Foundation.
  - Submits expense and pledge reports to the Executive Director within one week of incurring the expenses.
  - Makes all travel schedules and travel arrangements within budgetary limits.
- Serve as a dedicated staff member for the Sigma Kappa Foundation
  - Provide thoughtful input into the strategic direction of the foundation.
  - Implement the strategic plan of the organization.

- Serve as an advocate for the entire Sigma Kappa enterprise (Foundation, National Housing Corporation and Sorority).
- Maintain regular contact in order to have meaningful visits with major gift donors (approximately 150 meaningful contacts per year).

**Accountability:**

- Ability to qualify caseload donors who represent the highest giving potential for the organization.
- Ability to create reasonable financial goals for each donor which are based on their giving and their potential.
- Ability to create a personal contact and ask plan that takes into account matching the organization's initiatives with an individual donor's interest, motivations, giving patterns and ask preferences.
- Ability to secure project and organization information and create and write effective offers, proposals and asks. Ability to secure information that can be sent back to donors to report on the impact of their investment on our members.
- Ability to create timely reports that reflect caseload and director of philanthropy's performance.
- Ability to manage people, process, deadlines and budget while adhering to the policies and procedures of the organization and ability to get along with peers, subordinates and management, and maintain a positive and constructive attitude while solving problems.
- Ability to protect the mission, goals and values of the organization.

**Preferred Qualifications:**

- 7-10 years of professional experience in nonprofit organizations preferably with 2-4 years of direct fundraising including personal relationship building and solicitation
- Possesses an entrepreneurial spirit, takes initiative and actively seeks to deepen current donor relationships and to forge new ones
- Consistently demonstrate in words and actions a belief in the mission of Sigma Kappa Foundation, support of the strategic direction and a commitment to diversity, equity, access and inclusion
- Articulate in all areas of fundraising including annual fund, planned giving, donor communication, strategy development, capital campaigns and major giving
- Proven success in actively cultivating, soliciting and stewarding donors in a professional role
- Experience in planning, leading and managing development projects including coordinating with peers to achieve desired outcomes and tracking and reporting progress
- Experience working with databases, knowledge of iMIS is a plus
- Skilled in creating powerful, compelling written and oral communications for fundraising
- Knowledge of fraternal organizations and an understanding of the unique attributes
- Experience working for a smaller non-profit (3-10 staff members)

- Proficient in using Microsoft Office 365 products
- Willingness to devote the time necessary to carry out their duties including evening and weekend work

Sigma Kappa 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.