

PURPOSE

The Advancement Officer will be responsible for planning and implementing a major gift strategy as part of the overall fundraising efforts of the Kappa Kappa Gamma Foundation. This includes formulating and implementing goals, strategies and programs to generate gifts — both for current use and for endowment purposes. The Advancement Officer manages a portfolio of major gift prospects and leads the staff/volunteers to identify, cultivate and solicit major donors and prospects in support of the Foundation. This role works directly with the Foundation Executive Director to execute the goals and expectations of this position.

RESPONSIBILITIES

- Manage a portfolio of donors and prospects and lead all aspects of the gift cycle. Initiate contacts with potential major gift donors. Develop authentic relationships. Develop appropriate cultivation and solicitation strategies (including volunteers as needed). Write major gift proposals. Solicit gifts of \$10,000 or more. Maintain direct stewardship contact. Move prospects to solicitation and closure in a timely fashion. Adhere to the highest ethical standards. Reflect an optimistic and positive attitude.
- Develop a formal major gift program for the Foundation. Assist with leading the creation and implementation of both overall development strategy and specific fundraising plans. Offer strategy counsel to the Foundation and Fraternity team based on interactions with donors.
- Maintain timely and appropriate records in iMIS (the membership database). Monitor and assist with communications and touchpoints to ensure positive and purposeful donor relations.
- Work collaboratively with volunteer leadership at various levels — including board, region, alumnae association and collegiate chapter — to encourage and facilitate engagement and support of the Foundation. Participate in key Foundation and Fraternity events for the purposes of cultivating donors, enhancing familiarity with Kappa, and interfacing with the Foundation team.
- Collaborate with the Foundation and Fraternity teams to ensure effective gift processing, research, record maintenance, information systems, stewardship and gift acknowledgments. Continuously evaluate these systems, processes and procedures for efficiency and effectiveness.
- Partner with contracted grant writers to create and manage the corporate and Foundation grant development processes.
- Work with the Foundation Executive Director to formulate a written performance plan that provides fiscal-year fundraising and engagement goals.
- Other duties as assigned.

POSITION REQUIREMENTS

- A bachelor's degree is required. A minimum of seven years of development, stewardship or related experience (preferably in the nonprofit or association sector) is preferred. Maintain demonstrated skills, knowledge and experience in the design and

execution of a major gift strategy. Have a track record of building donor relationships and closing gifts of more than \$10,000.

- The candidate should be an energetic professional with strong analytical and interpersonal skills. They should have demonstrated oral and written communications skills and computer literacy as well as the ability to set priorities in a fast-paced environment, work independently and as part of a team, and travel out of town, including overnight trips.

Kappa Kappa Gamma is committed to building and maintaining a workplace that reflects human diversity, and is committed to equal opportunity and eliminating discrimination and harassment.