

## **CHI OMEGA FOUNDATION DIRECTOR OF ANNUAL GIVING**

Chi Omega Foundation is seeking qualified applicants for the position of **Director of Annual Giving**.

The Chi Omega Foundation was established in 1982 as a qualified tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code and is the vehicle through which alumnae and friends of Chi Omega Fraternity provide tax-deductible charitable support of the Fraternity's educational and leadership training programs for all members. The Foundation lends a helping hand to sisters of all ages with support of scholarships, grants and educational opportunities.

This position is responsible for:

1. Creating and implementing a comprehensive plan detailing the Annual Fund solicitation timeline, goals and reporting frequency to ensure the effective solicitation of donors, parents, friends and staff, including the direct mail solicitation, on-line and social media campaigns, and telemarketing programs to meet established goals of donor renewal, donor acquisition and total dollars raised;
2. Developing creative themes, assisting with design and writing all Annual Fund direct mail appeals;
3. Managing vendor relationships to coordinate print, production, and strategy of all Annual Fund direct mail appeals;
4. Coordination with Fraternity Information Systems and Marketing Department staff to ensure quality control;
5. Collaborate with Fraternity Marketing Department on overall messaging and social media plan;
6. Confirming appropriate acknowledgement of all annual fund donors and stewardship of all annual fund gifts; and,
7. Preparing timely and quality media presentations, listings, and articles for distribution and circulation.

### **Prior Experience/Skills:**

- 1-3 years experience in annual fund work with a proven track record of success in direct mail, on-line and social media campaign planning and implementation.
- Excellent analytical, communication, and interpersonal skills.
- Demonstrated understanding of word processing, spreadsheet, database management software, and social media platforms.
- Chi Omega membership is preferred.
- Works well as a self-starter, in a team environment, and in pressure situations.

This position is located at the Chi Omega Executive Headquarters in Memphis, Tennessee. Relocation benefits are available. This position is exempt; salary is commensurate with experience and qualifications. Applications accepted until the position is filled.

Qualified and interested applicants should send a resume and cover letter, including salary requirements, work samples, and references to:

Sally Stephens Kimball  
Executive Vice President  
Chi Omega Foundation  
3395 Players Club Parkway  
Memphis, TN 38125  
Fax: 901-748-8655  
Email: [foundationjobs@chiomega.com](mailto:foundationjobs@chiomega.com)

## **ADVERTISEMENT #2 - shortened**

- **CHRONICLE OF PHILANTHROPY web-site ad and AFP ad**

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This position is responsible for:

- Creating and implementing a comprehensive plan detailing the Annual Fund solicitation timeline, goals and reporting frequency to ensure effective solicitation, including the direct mail program to meet established goals of donor renewal, donor acquisition and total dollars raised;
- Developing creative themes, assisting with design and writing all Annual Fund direct mail appeals;
- Overseeing the gift and pledge data entry process and ensures appropriate acknowledgement of all annual fund donors and stewardship of all annual fund gifts; and,
- Preparing timely and quality media presentations, listings, and articles for distribution and circulation.

### **Prior Experience/Skills:**

- 1-3 years experience in annual fund work with a proven track record of success in direct mail campaign planning and implementation.
- Excellent analytical, communication, and interpersonal skills.
- Demonstrated understanding of word processing, spreadsheet and database management software.
- Chi Omega membership not required.
- Works well as a self-starter, in a team environment, and in pressure situations.

This position is located at the Chi Omega Executive Headquarters in Memphis, Tennessee. Relocation benefits are available. This position is exempt; salary is commensurate with experience and qualifications. Applications accepted until the position is filled.

Founded in 1895 at the University of Arkansas, Chi Omega is the largest women's fraternal organization in the world with over 280,000 initiates from over 170 collegiate chapters. Throughout Chi Omega's long and proud history, six purposes have guided the direction of every chapter and brought its members unequalled opportunities for personal growth and development. Those purposes are Friendship, High Standards of Personnel, Sincere Learning and Creditable Scholarship, Participation in Campus Activities, Career Development, and Community Service.

Qualified and interested applicants should send a resume and cover letter, including salary requirements, work samples, and references to:

Sally Stephens

Executive Vice President  
Chi Omega Foundation  
3395 Players Club Parkway  
Memphis, TN 38125  
Fax: 901-748-8686  
Email: [foundationjobs@chiomega.com](mailto:foundationjobs@chiomega.com)

<http://www.chiomega.com/everyday/news/?category=JobOpportunities>

### **ADVERTISEMENT #3**

- **Memphis Alumnae e-mail/snail mail**

The Chi Omega Foundation was established in 1982 as a qualified tax-exempt organization under Section 501(c) (3) of the Internal Revenue Code and is the vehicle through which alumnae and friends of Chi Omega Fraternity provide tax-deductible charitable support of the Fraternity's educational and leadership training programs for all members. The Foundation lends a helping hand to sisters of all ages with support of scholarships, grants and educational opportunities. The Chi Omega Foundation is pleased to announce three exciting new positions seeking qualified candidates:

**FULL-TIME position:**

*List shortened version of Director of Annual Giving*