

# Chi Omega Foundation

## Foundation Assistant

The Chi Omega Foundation is seeking qualified applicants for the Foundation's Assistant position.

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. Our Foundation continues to experience significant growth.

### **Reporting to the Co-Directors of Development Operations, the Foundation Assistant is responsible for:**

- 1) providing superior customer service to all internal and external customers of the Foundation, including donors, via phone and email
- 2) the accurate, timely, and appropriate recording and acknowledgement of Foundation funds including making decisions on how and where to apply gifts from donors that best meet the wishes of that donor
- 3) prepare and coordinate a variety of mailings to multiple audiences
- 4) coordinate communication with chapter leaders regarding chapter housing campaigns and oversee the receipt and acknowledgement of gifts for housing campaigns
- 5) work directly with additional Foundation staff members and volunteers on other projects as directed by the Foundation's director of development operations or executive vice president.

She accomplishes the above through close coordination with: a) all internal and external customers of the Foundation; b) the Co-Directors of Development Operations; c) the Executive Vice President d) the Foundation President and e) donors and alumnae

**Prior Experience/Skills:** 3-5 years in computer data entry and/or administrative office experience in a professional environment; highly accurate typing skills; excellent analytical, communication, and interpersonal skills; must possess the ability to multi task with a high attention to detail; demonstrated skill of word processing, spreadsheet and database management software; works well as a self-starter, in a team environment, and in pressure situations; Chi Omega membership is preferred, but not required.

**Physical Requirements:** Able to perform typical office clerical environment duties; lifting/moving up to 25 lbs.

All interested please email a resume to Lisa Benge [lbenge@chiomega.com](mailto:lbenge@chiomega.com) or Rebecca Stine [rstine@chiomega.com](mailto:rstine@chiomega.com)