



ANNOUNCING AN EXCITING CAREER OPPORTUNITY AVAILABLE WITH THE CHI OMEGA FOUNDATION!

The Chi Omega Foundation is seeking qualified applicants for the full-time position of Director of Development.

The Chi Omega Foundation continues to experience significant growth. The Director of Development reports to the Executive Vice President and is responsible for effectively identifying and developing a portfolio of major gift prospects.

The Director of Development is responsible for:

- Identifying, cultivating, soliciting, closing and stewarding prospects in support of identified Foundation objectives.
- Tracking monthly fund-raising progress toward goal achievement and ensuring the preparation and distribution of informative reports on progress toward goals, prospect strategies and prospect contacts.
- Administering a budget in support of position's development efforts, primarily related to travel.
- Assisting with the implementation of a comprehensive strategy for the appropriate acknowledgment of donors and stewardship of gifts.
- Participating as a member of the Foundation staff to ensure the achievement of overall goals.

This position requires:

- Three years' experience in development with a proven track record of success in cultivation, solicitation and stewardship of prospects/donors.
- Bachelor's degree.
- Demonstrated understanding of prospect and volunteer management.
- Excellent analytical, verbal and written communication skills and interpersonal skills.
- Experience with donor management software, web-based meeting software, and Microsoft Office suite.
- Valid driver's license.
- Chi Omega membership preferred.

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- Works well as a self-starter, in a team environment, and in pressure situations.

This is a full-time position requiring extensive travel and the individual may work remotely from home community. Travel also includes attending meetings at Chi Omega Executive Headquarters in Memphis, scheduled Chi Omega National meetings and other locations as directed. The position is exempt; salary is commensurate with experience and qualifications. Applications will be accepted until the position is filled.

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, and maintaining the Executive Headquarters.

Qualified and interested applicants should send a resume and cover letter, and references to:

Sally Stephens Kimball
Executive Vice President
Chi Omega Foundation
3395 Players Club Parkway
Memphis, TN 38125
Email: foundationjobs@chiomega.com