



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 Stewardship and Grants Coordinator. This position is located at the Chi Omega Executive Headquarters in Memphis, Tennessee and performs high-level administrative functions.

Reporting to the Executive Assistant, the Stewardship and Grants Coordinator is responsible for:

- Collecting stewardship information for donor updates, grant applications, publications and other communications.
- Preparing and processing documentation of annual grants to the Fraternity as well as Chapter Educational Funds.
- Supporting the Helping Hands Funds Committees and promoting opportunities to apply.
- Serving as the staff liaison with planned giving marketing firm and their projects.
- Performing administrative tasks including reports, correspondence and phone calls.
- Participating as a member of the Foundation staff.

This position requires:

- Bachelor's degree preferred with more than two years of work experience.
- Excellent analytical, verbal and written communication skills and interpersonal skills.
- Proven ability in making independent decisions.
- Works well as a self-starter, in a team environment, and in pressure situations.
- Able to manage, prioritize and execute multiple projects.
- Experience with Microsoft Office suite.
- Valid driver's license.
- Professional demeanor with a commitment to customer service.
- Chi Omega membership preferred.

This position is non-exempt; compensation 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