



**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 Foundation Assistant. This position is located at the Chi Omega Executive Headquarters in Memphis, Tennessee and performs administrative functions.

The Foundation Assistant is responsible for:

- Providing superior customer service to all internal and external customers of the Foundation, including donors, via phone and email and closely coordinating with the Director of Development Operations
- Recording accurately, timely, and appropriately acknowledging of Foundation funds including making decisions on how and where to apply gifts from donors that best meets the wishes of that donor.
- Preparing and coordinating a variety of mailings to multiple audiences.
- Coordinating communication with chapter leaders regarding chapter housing campaigns and oversee the receipt and acknowledgement of gifts for housing campaigns
- Working directly with additional Foundation staff members and volunteers on other projects as directed by the Foundation's Director of Development Operations.
- Working daily in a membership and gift entry database and Microsoft Office

This position requires :

- Bachelor's degree is preferred with 2-3 years of experience in data entry and/or administrative experience in a professional environment
- Highly accurate typing skills
- Excellent analytical communication and interpersonal skills
- Must be innovative and possess the ability to multi-task with a high attention to detail
- Experience with Microsoft Office Suite and data management software
- Strong teamwork and problem-solving skills
- Performing typical clerical duties
- Chi Omega membership is preferred

This position is salary, non-exempt and 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:

Lisa Benge
Director of Development Operations
Chi Omega Foundation
3395 Players Club Parkway
Memphis, TN 38125
Email: lisa.benge@chiomega.com