

**Position:** Development Associate

**Level:** Associate

**Summary:** The Development Associate is a member of the Development & Philanthropy Team. This role's primary objective is the implementation of Tri Delta's development goals and scholarship program with an emphasis on building a pipeline of donors for major gifts, planned gifts, sponsorship and member engagement to achieve enterprise targets. The Development Associate collaborates with the Foundation Trustees and Leadership Team as needed, VP of Development and Philanthropy, Director of Philanthropy, and Management Team to implement a long-term fundraising and scholarship strategy for Tri Delta. The Development Associate is responsible for donor identification, cultivation, solicitation, and stewardship and Tri Delta's scholarship program.

**Qualifications:**

- 2-4 years of related experience
- Bachelor's degree from an accredited college or university required;
- Possesses solid strategy, volunteer and program management, relationship building and cultivating, solicitation, stewardship, fundraising, portfolio management and data segmentation skills
- Demonstrated success in development and donor solicitation while maintaining confidentiality ---
- Ability to model, teach and promote Tri Delta's Executive Office (EO) Employee Values

**Primary Roles:** Donor-relationship stewardship, donor identification and solicitation, major gift fundraising, planned gift fundraising, portfolio management, data segmentation, sponsorship program and scholarship program management

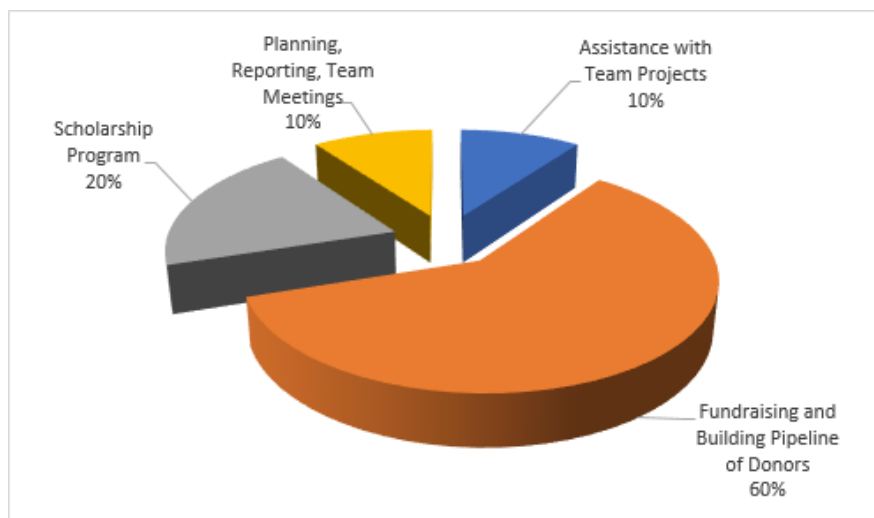
**Reports To:** VP of Development and Philanthropy

**Supervises:** N/A

**Travel:** 60%

**Typical Week:** 40 hours

**Allocation of Time:** Time allocation is based on available time described in typical week



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**Key Responsibilities:** The Development Associate is responsible for the execution of fundraising goals, through cultivation and solicitation, contributing to a best-in-class development program and scholarship program. Responsibilities will include, but not be limited to, the following:

- Support the positioning of Tri Delta for long-term fundraising success
- Build support and buy-in from stakeholders and key alumnae, successfully conveying Tri Delta Purpose in all correspondence
- Manage a portfolio of 150 major donor prospects by personally participating in cultivation, solicitation, and stewardship
- Help lead donor engagement initiatives, which strengthen constituent relationships, create awareness and build constituent support for Tri Delta
- Manage the scholarship program and team of volunteers
- Make 180 personal visits per year to/with member donors and prospective donors and meet annual goals for solicitation
- Utilize a data-driven approach to development and reference metrics to drive development decisions and achieve strategic objectives
- Work closely with IT and use tools like DonorSearch for segmentation and specific donor targeting
- Develop a comprehensive understanding of IMIS, DonorSearch, and other donor management systems and tools
- Drive Foundation goals by achieving major giving, planned giving, sponsorship and scholarship targets
- Responsible for entering notes from donor calls and visits, accurately recording donor pledge commitments and balances, and producing visit reports
- Prepare proposals and collaborate with Donor Relations Manager to ensure documentation and reporting is accurate
- Collaborate with members of the Board of Trustees as they work to cultivate and solicit Tri Delta's prospects
- Attend major Fraternity and Foundation events as requested and participate in the planning and execution of special donor-relation events
- Work with Donor Management Team to ensure prompt donor acknowledgments and scholarship fund reports and assist with projects as needed
- Abide by and lead others in Project Management Process and Cascading Communications
- Contribute to Foundation Board meetings by providing donor activity reports and scholarship reports for the Foundation team

-Actively support all team members; seek and act upon opportunities to mentor, develop, and grow team members, and provide real-time feedback

-Receive and act on feedback; focus on self-development to become the best version of yourself

-Pursue open and consistent communication with EO employees and Board members

-Focus, internally at EO and externally with members and the public at large, on elevating Tri Delta's brand as a premier women's organization dedicated to helping women live, learn, and lead – with Purpose, for a lifetime

-Be passionate about serving others (EO employees, Board members, collegiate members, and alumnae members) and helping them become the best versions of themselves

-Consistently demonstrate bravery, boldness, and kindness

-Develop team goals which ultimately support enterprise goals of member experience, organizational effectiveness, and sisterhood growth