

**Position:** Development and Philanthropy Associate

**Level:** Associate

**Summary:** The primary objective of this position is to work with the Development and Philanthropy team to provide an excellent donor experience to those who support Tri Delta, to assist with the preparation for special events and to provide general administrative support.

**Qualifications:**

- Preferred one year of clerical experience in a professional office environment
- Strong verbal and non-verbal communication skills
- Proficient in Microsoft Office products
- Ability to work independently
- Ability to model, teach and promote Executive Office (EO) Employee Values

**Primary Roles:** Acknowledgement letters and various mailings, event preparation, data entry

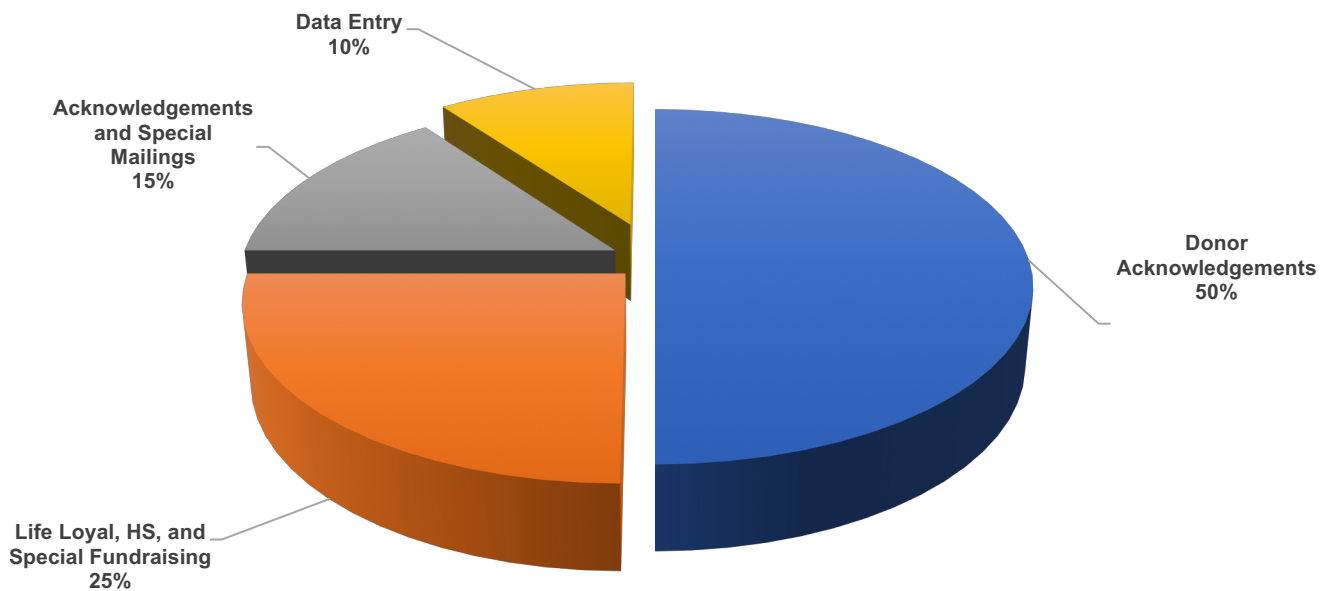
**Reports To:** Director of Philanthropy; works closely with Donor Relations Associate

**Supervises:** N/A

**Travel:** N/A

**Typical Week:** 10-12 hours | Non-exempt / Part-time

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



**Key Responsibilities:** Responsibilities will include, but not be limited to, the following:

- Collate and mail all thank you letters. Hand address and stamp envelopes for the donors of larger gifts, Trustees, other Board members and special friends.
- Prepare acknowledgement cards for Memorial and Honorary gifts.
- Assist with Goody Bag/give-away projects for alumnae chapter Founders' Day events and for Tri Delta special events such as EO volunteer training events,
- Conference and event preparation and packing: organize spreadsheet of requests, order supplies, work with volunteers to assemble bags, ship orders, organize supply storage area
- Coordinate member information updates to database (iMIS) membership record.
- Assist with research of current and potential donors.
- Enters all notes into database (iMIS) about donors, donations, donor visits and cultivation as needed
- Assists with fulfillment of special fundraising appeals, Life Loyal and Heritage Society, i.e., those that include an incentive gift.
- Assists with all special mailings
- Assists with administrative aspects of the undergraduate and graduate scholarship program as needed.
- Filing and other miscellaneous administrative, database and clerical projects.
- Abide by and lead others in project management process and cascading communication.
- Attend and contribute to other entity Board meetings as requested.
- Participate at major Tri Delta events.
- Actively support all Enterprise teams.
- 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 department goals which ultimately support enterprise goals of member experience, organizational effectiveness and sisterhood growth.
- Participate in Tri Delta events and pursue external relationships.