

ASSOCIATE DEVELOPMENT OFFICER **PURSUANT FUNDRAISING SERVICES**

The Associate Development Officer will report to Pursuant's Senior Development Officer and will be responsible for attracting mid-level gifts (\$1,000 - \$25,000) from alumni and friends of the Delta Sigma Phi Fraternity. The Associate Development Officer will direct and execute Pursuant's mid-level giving strategy – the Charitable Partners™ Program -- in efforts to build and strengthen Delta Sigma Phi's premier giving program, the 1899 Society.

This individual represents the Delta Sigma Phi Foundation when interacting with alumni, while being employed, paid, supervised by and accountable for results to Pursuant Fundraising Services.

The Associate Development Officer will take the initiative to secure mid-level gifts by implementing Pursuant's Mid-Level Fundraising Services methodology as follows:

- *Appointment Setting.* Schedule appointments with alumni through telephone and e-mail outreach for pre-arranged appointments in major metropolitans throughout the United States.
- *Case Statement Presentation.* Explain the Case for Support (reasons to give) in a concise and compelling manner to raise donor awareness and enthusiasm.
- *Gift Solicitation & Follow-Up.* Present giving options; overcome objections and pursue gift commitments after the face-to-face appointment.
- *Stewardship.* Show thoughtful appreciation for donor support through letters, e-mail, phone calls, and follow-up visits. Explaining how past support has advanced the Foundation's mission.
- *Donor Fulfillment.* Ensure donors adhere to gift installments outlined in pledge agreements.

The Associate Development Officer will also show leadership by:

- Adhering to the program's performance metrics.
- Displaying a willingness to learn and share new ideas in a collaborative environment.
- Proposing enhancements to the 1899 Society program.
- Coordinating the fundraising and marketing activity associated with the 1899 Society Program.

Qualified candidates must have at least a Bachelor's degree and must also demonstrate:

- Superior written and verbal communication skills, as well as strong presentation and liaison skills.
- Strong organizational skills.
- Ability to represent Delta Sigma Phi in a positive and professional manner during interaction with constituents.
- Computer literacy, including strong understanding of Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and web conferencing, as well as other database and web-based fundraising tools.
- Ability to work well independently while maintaining strong communication with Pursuant's main office in Dallas.
- High level of integrity in dealing with confidential information.
- Capacity to deal comfortably and sensitively with high-level donors.
- High level of comfort with direct donor interaction, including discussions of personal and family finances.
- Ability to forge strong working relationships with others and a capacity for engaging confidence and trust among donors.
- Understanding of and commitment to higher education and the mission of Delta Sigma Phi.

Travel throughout the United States with a focus in major metropolitans will be required as the Associate Development Officer will meet personally with at least 20-25 donor prospects each month.

The Associate Development Officer will be based in the Dallas metroplex area.

For more information, please contact Erik Tomalis at 214-866-7845 or erik.tomalis@pursuantgroup.com