



The **Development Officer** is a new position that seeks to improve Zeta Psi's fundraising effectiveness and efficiency. The position is salaried, exempt, 100% remote, and affords considerable flexibility. This position reports to the Executive Director of the Educational Foundation. The responsibilities for the Development Officer (DO) are focused on, but not limited to the following:

- Leadership of the Annual Fund program, Zeta Psi's most important source of annual donations. The program utilizes direct mail and email and is directed to donors in the United States. The DO will plan and execute segmented campaigns to maintain and upgrade existing donors and encourage new donors to the Annual Fund.
- Leadership of Giving Day programs primarily focused on new donor acquisition.
- Revamping a recurring giving program.
- Bridging appropriate new donors to the Annual Fund.
- Working with administrative support, ensuring that all requests for donation and gift acknowledgements are timely for these programs.
- Identify potential major donors for Zeta Psi campaigns or planned giving programs.

Zeta Psi offers limited benefits (401(k), unlimited PTO, holidays, but a highly flexible work environment. Zeta Psi does not offer health insurance. The expected starting salary is \$55,000/year. The position requires the candidate to be eligible to work in the United States. Zeta Psi is an at-will employer. Zeta Psi does not discriminate in its hiring practices.

Requirements:

- At least two years of development or equivalent related experience.
- Self-starter who can meet established timelines with minimal oversight in a totally remote environment – and who can monitor handoffs and potential gaps to prevent fumbles.
- A strong sense of mission to help students and the ability to effectively communicate that to stakeholders both verbally and in writing.
- Eligibility to be employed in the United States.

Desirable:

- Basic understanding of Salesforce and data management practices.
- A general understanding of the fraternity system in the United States.

To apply please submit a resume, cover letter, and writing sample to Lauck Walton (walton@zetapsi.org). No calls please. **The deadline for submissions is November 15, 2021. Candidates should be available no later than January 3, 2022.**