



The **Donor Acquisition Specialist (DA)** is responsible to improve Zeta Psi's stewardship and fundraising effectiveness and efficiency focusing on undergraduate members and new donors to the organization. The position is remote.

**The principal deliverables for the DA are, but not limited to the following:**

- Leadership of Giving Day programs primarily focused on new donor acquisition.
- Promoting and growing a revamped recurring giving program to support chapters.
- Stewardship of Zeta Psi members from associate membership through the transition into alumni donors.
- Managing the fulfillment of membership kits for new members.

**Requirements:**

- 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 alumni improve.
- The ability to effectively communicate that to stakeholders both verbally and in writing.

**Desirable Experiences**

- Membership in Zeta Psi is not a requirement for the position, but membership in a Greek letter organization is a plus.

**Salary, Benefits and Disclosures:**

- This position is intended as an early career position where you will have the opportunity to learn and grow. Zeta Psi seeks an individual who will make a two-year commitment to the position.
- Zeta Psi offers health care, unlimited PTO, holidays, a highly flexible work environment and a 401(k) with match after one year of employment. The expected starting salary is \$37,000/year.
- The position requires the candidate to be eligible to work in the United States.
- Zeta Psi is an at-will employer.

If you are interested in applying for this position, please contact Tyler Boisvert (boisvert@zetapsi.org). **The position will be filled on a rolling basis and is available immediately. Candidates should be available to start no later than May 1, 2022.**