



Position Description—Development Director

Title: Development Director

General Purpose: The Development Director is responsible for planning, organizing, and directing all of Omega Phi Alpha’s fundraising including, the major gifts program, annual fund, planning giving, and special events. The Director works closely with the Executive Director, Sorority Board of Directors and the Foundation Board of Directors in all development and fundraising endeavors.

Classification: Appointed

Level: National Director

Relationships to Other Positions:

Appointed by: Executive Director

Accountable to: Foundation Board President, Executive Director

Support from: Executive Director, Foundation Board of Directors, Communications Director, Sorority Board of Directors

Works with: Foundation Board of Directors, Executive Director, Sorority Board of Directors, Operational Leadership Team

Term of Service: Two-year appointment; reappointment subject to review. Two consecutive term limits applies.

Time Commitment: 3-5 hours per week

Required Qualifications:

- Lifetime member in good standing with alum status
- Professional fundraising experience

Knowledge/Abilities/Experience:

- Experience in multiple fundraising disciplines (direct asks, online giving, direct mail campaigns, event sponsorships)
- Ability to foster positive relationships with current and potential donors
- Knowledge and experience in fundraising techniques, particularly major gifts and personal solicitations
- Motivated, self-starter, goal and results driven
- Organized and ability to follow through on tasks in a timely and effective manner
- Effective project management skills
- Professional written and interpersonal skills

Duties and Responsibilities

- Develop and oversee annual fundraising program
- Identify prospective donors, develop strategies to cultivate relationships
- Maintain ongoing communications with current and prospective donors via letters, gift acknowledgments, phone calls and other communications
- Develop and manage special events
- Monitor and maintain donor records



- Effectively communicate the case for support
- Oversee giving programs including direct asks, direct mail campaigns, and fundraising events
- Oversee grant seeking including research, proposal writing and reporting requirements
- Build a planning giving program
- Oversee fundraising database and tracking systems, develop appropriate reporting and dashboards
- Oversee fundraising support positions

Convention/Mid-year/Summit/Leadership Training attendance required? Yes/No/No/Yes