



Philanthropy and Campaign Officer

Who you are: You are a natural relationship builder with high integrity and self-motivation. Your emotional intelligence, intuition and organizational skills allow you to be politely persistent in pursuit of fundraising goals. You are a focused, donor-centric, intrinsically motivated, high energy professional.

Who we are: Tri Sigma Foundation is the philanthropic arm of the Tri Sigma Sorority. We raise funds that provide innovative leadership training for women, award graduate and undergraduate scholarships to members, and work through our philanthropic initiative of Sigma Serves Children to benefit children's health. For more information visit www.trisigmafoundation.org.

Location: This is a remote position within the United States. Applicants residing in Illinois, Louisiana, Missouri, North Carolina, Pennsylvania, and Virginia are strongly encouraged to apply.

Summary:

The Tri Sigma Foundation seeks a dynamic Philanthropy and Campaign Officer with proven success in cultivating major and planned gifts to drive a multi-million dollar fundraising initiative. This individual will play a crucial role in the strategic execution of campaign initiatives, while also cultivating and soliciting major and planned gifts that align with campaign priorities. The ideal candidate will possess a proven track record in individual fundraising within a campaign context, a deep understanding of campaign strategies and best practices, exceptional relationship-building skills, and a fervent commitment to the mission of the Tri Sigma Foundation. This is a fully remote position, reporting primarily to the Executive Director.

Candidate must demonstrate outstanding professionalism and discretion, strong self-motivation and proactivity, attention to detail, and good judgment. Excellent writing and oral communication skills, as well as people skills, are essential. To achieve the Foundation's goals for in-person visits, this road warrior will make a minimum of six trips within the US per year, plus shorter trips in their home geographic region.

Responsibilities:

Campaign Leadership & Execution:

- Play a significant role in the implementation and execution of comprehensive campaign strategies.
- Lead and manage specific campaign initiatives and workstreams as assigned, ensuring progress towards ambitious campaign goals and timelines.
- Collaborate closely with the Executive Director, campaign counsel, and other team members to develop and refine campaign plans and activities.
- Identify and cultivate potential campaign leadership volunteers, providing support and resources to maximize their engagement.
- Analyze progress towards campaign fundraising goals within assigned areas of responsibility, providing regular updates and identifying opportunities for strategic adjustments.

Identification & Cultivation: Identify, research, and cultivate relationships with prospective major donors (i.e. donors capable of making cash/pledge contributions of \$10,000 or more). Build and maintain strong relationships with current donors, fostering connection to the organization's mission.

- **Relationship Management:** Develop and implement personalized cultivation plans for assigned prospects, including meetings, events, and tailored communications.
- **Solicitation & Stewardship:** Solicit philanthropic gifts through various methods, including face-to-face meetings, written proposals, and presentations. Ensure appropriate stewardship of donors, including timely gift acknowledgements, impact reports, and recognition opportunities.
- **Fundraising Strategy & Planning:** Contribute to the development and implementation of comprehensive fundraising plans, including strategies for major gifts, annual giving, and events.
- **Research & Prospect Management:** Conduct research on prospective donors to identify their philanthropic interests and giving capacity. Manage a portfolio of 80 - 100 qualified prospects, tracking progress, documenting interactions, and forecasting giving potential.
- **Collaboration & Communication:** Work closely with other development team members and volunteers to achieve fundraising goals. Communicate effectively with donors and stakeholders, representing the organization professionally and passionately.
- **Data Management & Reporting:** Maintain accurate records of donor interactions and giving history in the iMIS database. Prepare regular reports on fundraising progress and metrics.

Qualifications:

- Bachelor's degree required.
- Minimum of three years of progressive experience in major gift fundraising, with significant experience working within the context of comprehensive or capital campaigns.
- Proven track record of successfully cultivating, soliciting, and closing major gifts (\$10,000 or more) and planned gifts in support of campaign priorities. (e.g. utilization of DAFs, QCDs and appreciated securities)
- Deep understanding of fundraising campaign best practices, strategies, and timelines.
- Proficiency in using CRM databases (e.g., iMIS, Raiser's Edge, Salesforce).
- Strong organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Passion for the Tri Sigma's Foundation mission and values.

Preferred Qualifications:

- Experience collaborating with major donors and comprehensive campaign experience.
- Familiarity with planned giving proposal development.
- Membership in organizations affiliated with the National Panhellenic Conference, North American Interfraternity Conference, or National Pan-Hellenic Council is noted as a positive attribute, though not a requirement for candidacy.

Benefits:

- Comprehensive health insurance plan to safeguard your well-being.
- Enjoy ample paid time off to support a healthy work-life balance and well-being.
- We support growing families with paid leave for maternity, paternity, and adoption.
- We value your work-life balance with adaptable work arrangements and schedules. You may also appreciate flexible summer hours and extended holiday office closures, depending on business needs.

Compensation & Benefits:

\$65,500 - \$80,000

To Apply: Submit application, resume, references, and cover letter via the [Apply Here](#) link.

The Tri Sigma Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, pregnancy, disability, age, veteran status, or other characteristics.