



The **Zeta Psi Manager of Annual Giving (MAG)** is a position dedicated to the improvement of Zeta Psi's three major annual fund programs. This position is a two-year minimum commitment after which the position can be extended. Zeta Psi is a small fraternal headquarters operation and this position is new.

The responsibilities for the MAG are focused on, but not limited to the following:

- Leadership of the Annual Fund program, Zeta Psi Educational Foundation's most important source of annual donations. The program utilizes direct mail and email and is directed to donors in the United States. The MAG will plan and execute segmented campaigns to maintain and upgrade existing donors and encourage new donors to the Annual Fund.
- Leadership of the 1847 Pledge Challenge – Zeta Psi's version of a giving day, spread over a week, with the primary goal of identifying new donors at entry gift levels (\$18.47 or more). This program supports Zeta Psi Fraternity and is set up as an inter-chapter competition. This program is international in nature.
- Leadership of the Zete4Life program – a recurring gift program for recent alumni that primarily supports the various alumni chapters. The program is being relaunched in 2021.
- Bridging appropriate US donors from the 1847 Pledge Challenge and Zete4Life programs to the Foundation's 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.

The position is full-time exempt, remote, with limited travel expectations. 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 \$50,000/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. Membership in Zeta Psi is not a requirement for the position.

**Requirements:**

- Two years of development experience related to direct and electronic mail production and data analysis.
- 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.
- Bachelor's degree from an accredited University.

**Desirable Experiences:**

- Basic understanding of Salesforce and data management practices.

If you are interested in applying for this position, please contact Lauck Walton (walton@zetapsi.org). The deadline for submissions is July 6, 2021. Candidates should be available no later than August 15, 2021.