



The **Zeta Psi Stewardship Coordinator (SC)** is responsible to communicate the impact of Zeta Psi IHQ activities for members. This position is a two-year minimum commitment..

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

- Planning and executing a comprehensive stewardship plan for all donors to Zeta Psi Educational Foundation and Fraternity. The plan will be segmented by the gift type and other factors. The objective is to increase the level of appreciation shown to our donors and to demonstrate how these gifts made an impact on members of the fraternity.
- Publishing the *Circle of Zeta Psi* annually. The printed magazine will contain the content of the Foundation's Annual Report and will be mailed to all members with an accurate mailing address. Information will be curated to show the excellent work of the IHQ on behalf of chapters and members.
- Publishing the monthly UpZete e-newsletter.
- With volunteer leaders, complete the planning and execution of a long-term marketing campaign that ties members back to the organization at the emotional level.
- Plan and implement a social media posting calendar that engages members across Zeta Psi's social media platforms with a focus on the impact of membership and support for the organizations.
- Identify potential major donors for Zeta Psi's campaign 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 high flexibility working environment. Zeta Psi does not offer health insurance. The expected starting salary is \$38,000/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 but membership in a Greek letter organization is a plus.

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 the ability to effectively communicate that to stakeholders both verbally and in writing.
- Bachelor's degree from an accredited University.
- This is an early career communications and development position where you will have the opportunity to learn and grow.

Desirable Experiences

- Familiarity in creating publications or electronic newsletters.
- Familiarity with promotional use of social media platforms. Zeta Psi currently uses Facebook, Instagram, YouTube, Twitter, and LinkedIn.

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.**