

# ALPHA OMICRON PI

## *Foundation*

### **ALPHA OMICRON PI FOUNDATION**

#### **Executive Director**

The Executive Director (ED) is the key management leader of the Alpha Omicron Pi Foundation. The ED is responsible overseeing the administration, fundraising, programs, and strategic plan of the organization. The Executive Director serves as the Chief Development Officer responsible for managing a comprehensive philanthropic resource program that is integrated into the overall strategic plans of the Fraternity and Foundation.

#### **GENERAL RESPONSIBILITIES**

**1. Board Governance: Works with the board to fulfill the organization's mission and vision.**

- a. Lead the Foundation in a manner that support and guides the organization's mission as defined by the Board of Directors
- b. Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

**2. Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization**

- a. Fundraise and develop other revenues necessary to support the Foundation's mission. The ED is responsible for meeting and exceeding the annual revenue budget.
  - i. Ensure that the Foundation uses technology to help drive fundraising success
- b. Manage a portfolio of major donors, oversee stewardship of current donors, and lead a process that builds a pipeline of major donor prospects. The ED is directly responsible for attaining a personal revenue goal. This goal will be set in conjunction with the board each year.
- c. Responsible for the fiscal integrity of the organization, to include submission of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
  - i. Ensure maximum resource utilization through a balanced budget that also invests in the strategic pillars outlined by the Board

**3. Organization Mission and Strategy: Works with board and staff to ensure the mission is fulfilled through programs, strategic planning, and relationship building.**

- a. Implement the Foundation's programs (Scholarship, Ruby Fund, etc.) that carry out the organization's mission.
- b. Fulfill the strategic plan and ensure that the organization can successfully achieve its Mission in the future.

- c. Enhance the Foundation's image and reputation by actively engaging and nurturing a relationship with the AOII Fraternity and Properties Board.
    - i. Understand and articulate the strategic initiatives of the Fraternity and Properties
- 4. **Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.**
  - a. Hire and retain competent, qualified staff.
  - b. Effectively administer the organization's operations.
  - c. Ensure the organization is informed and implementing industry "best practices" and anticipates fundraising and governance trends.

**Qualifications:**

- Bachelor's degree from an accredited institution of higher learning required with advanced degree preferred.
- Transparent and high integrity leadership
- CFRE or other certification in fundraising management preferred.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers, and donors.
- Ten years' experience in progressively more responsible fundraising and foundation management positions. Demonstrated experience successfully cultivating and soliciting major gifts (\$25,000 and above).
- A history of successfully generating new revenue streams and improving financial results.
- Strong financial management skills including budget preparation, analysis, decision making, and reporting.
- Familiarity with the Greek System with emphasis on fundraising techniques and methodologies. Active participation as a leader on the national, regional or local level of a Greek organization preferred.
- Demonstrated experience in leading complex organizations and ability to form collaborative relations within the enterprise.
- Ability to travel

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