



# PHI KAPPA PSI FOUNDATION

Reach Beyond. Achieve Success.



## PHI KAPPA PSI FOUNDATION SEEKS Chief Advancement Officer

**The Chief Advancement Officer** is a key executive who, in partnership with the Chief Executive Officer, is integrally involved in organizational planning and strategy to advance the Foundation’s mission, vision and values. Specifically, the Chief Advancement Officer will lead the design and execution of the overall fund development vision and strategy to support the educational and charitable goals of Phi Kappa Psi.

### PHI KAPPA PSI: THE GREAT JOY OF SERVING OTHERS

Founded in 1852 and headquartered in Indianapolis, Indiana, Phi Kappa Psi is a men’s fraternal organization with more than 100 chapters and colonies throughout the United States.

With the open motto “the great joy of serving others,” Phi Kappa Psi looks to engage men of integrity, further developing their intellect and enhancing their community involvement. Following a legacy built on acceptance and trust, each brother realizes his highest potential through a lifelong commitment to service and excellence.

The Phi Kappa Psi Foundation is a 501(c)(3) educational foundation whose mission is to support the Fraternity by promoting scholarship, developing character, improving educational facilities and supporting charitable causes.

### OPEN POSITION:

# Chief Advancement Officer



#### REPORTS TO:

Chief Executive Officer

#### LOCATION:

Indianapolis, IN

(Relocation assistance provided – remote candidates considered)

#### HOURS:

Full-time salary

#### COMPENSATION:

Commensurate with experience

#### TO APPLY:

Qualified candidates are encouraged to submit cover letter, resume and salary requirements (combined in one attachment) to:

**Jen Pendleton, Vice President**  
**Aly Sterling Philanthropy**  
[jen@alysterling.com](mailto:jen@alysterling.com)

Only applications submitted via email will be accepted. For a full job description visit [pkpfoundation.org/CAOsearch](http://pkpfoundation.org/CAOsearch)



## OPEN POSITION:

# Chief Advancement Officer PHI KAPPA PSI

## KEY RESPONSIBILITIES

1. Develop strategy to reach organizational objectives through an innovative and sustainable advancement model that includes annual and long-term goals and uses best practices in annual, major and planned giving programs.
2. Create alumni engagement strategies to build new relationships and steward existing relationships to further develop a passion for and investment in the Fraternity.
3. Conduct meaningful personal visits with alumni to educate them about Phi Kappa Psi's vision and encourage engagement and giving.
4. Lead the identification, cultivation, commitment and stewardship of current and future donors, including the management of a personal portfolio of major donors. Effectively partner with CEO, key volunteers and staff to do the same.
5. Bring energy and enthusiasm to inspire, recruit, groom and retain a strong advancement team.
6. Serve as primary liaison to the Phi Kappa Psi Foundation Development Committee.
7. Partner with CEO to develop budgets, campaign strategy, annual and long-term planning.
8. Inspire a culture of philanthropy across functional areas of Phi Kappa Psi by sharing fundraising objectives and encouraging engagement throughout the organization.
9. Provide vital input regarding strategic and operational planning and positioning within the organization.
10. Design a comprehensive dashboard of metrics to enable team members' success and development.
11. Work with CEO and Development Committee to evaluate effectiveness of fundraising efforts.

*The above list of duties is intended to describe the general nature and level of work performed by the Chief Advancement Officer. It is not to be construed as an exhaustive list of duties.*

## QUALIFICATIONS:

- Bachelor's degree required, master's or higher degree preferred.
- Demonstrated success in developing genuine relationships and asking/closing major gifts.
- Experience leading a successful advancement function (or transferable experience).
- Belief in the principles and traditions of the college fraternity.
- Energetic and enthusiastic leader who inspires action in others.
- Desire to build, lead and motivate staff and volunteer team in a metrics-based fundraising organization.
- Willingness to travel and work flexible hours, including evenings and weekends.
- Minimum of seven years of professional fundraising experience (or transferrable experience) and at least three years of successful director/supervisory experience.



PKPFOUNDATION.ORG