

**GET TO KNOW US** Pennington & Company, the recognized leader in fraternity and sorority fundraising, is seeking qualified individuals to coordinate and direct fundraising campaigns and alumni relations programs for Greek-letter clients. Alumni Communications Consultants oversee 40 individual accounts, managing clients' publications, databases, and the implementation of direct-mail fundraising campaigns.

Since 1993, Pennington & Company has raised more than \$1 billion (more than all our competitors combined) for clients representing 73 national and international Greek-letter organizations on more than 178 campuses across the U.S., conducting pre-campaign feasibility studies, directing fundraising campaigns, and providing award-winning alumni relations services. Our staff helps Greek organizations meet their compelling needs and reach their financial goals.

### JOB RESPONSIBILITIES

#### Client Communication

- Establish and maintain relationships with clients and understand their short-term and long-range goals and needs
- Strategize with clients to determine the schedule, content, and messaging for alumni communications
- Send reminders to undergraduate and alumni volunteers to provide articles, materials, pictures, and information for newsletters
- Proof mailings with clients
- Advise clients via email and conference calls of fundraising and communications best practices
- Address client issues, questions, or concerns in a timely manner

#### Project Management

- Collect and organize content submitted for newsletters
- Schedule and oversee the production of client publication materials such as newsletters, information update forms, solicitations, stationery, invitations, eblasts, donor acknowledgements, etc.
- Track client publication progress
- Internal review and proofing of client publication materials
- Supervise the distribution of clients' mailings by a mail house vendor

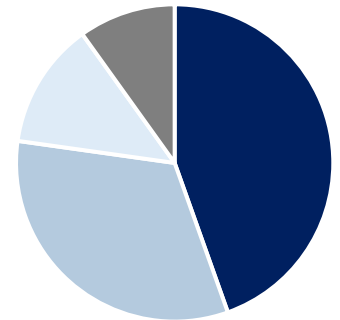
#### Database & Gift Management

- Research, solicit, and update clients' member information to ensure the integrity of clients' databases, using mailed information request forms, databases from clients' headquarters, returned mail, member-supplied information, etc.
- Track and analyze donor gifts, solicitation results, and other pertinent data
- Generate fundraising reports that analyze and illustrate solicitation results
- Update internal reporting with fundraising results

#### Internal Tasks

- Meet with supervisor on a weekly basis to review mailings and team tasks
- Assist with department projects as requested
- Interact with clients and co-workers with a positive and friendly attitude

### A TYPICAL WEEK



- CLIENT COMMUNICATION
- PROJECT MANAGEMENT
- DATABASE & GIFT MANAGEMENT
- INTERNAL TASKS

### USEFUL SKILLS

A working knowledge of the following computer programs will significantly aid in the performance of assignments:

- MS 365
- MS Word
- MS Excel
- Adobe Acrobat
- Salesforce
- MS Teams

### APPLICANT QUALIFICATIONS

This full-time position is salaried with excellent benefits. Qualified candidates must have a bachelor's degree, a minimum of one year of professional experience, be self-motivated and energetic, confident, and able to direct clients, and have excellent interpersonal and communication skills. Experience in working with collegiate fraternities or sororities is helpful, but not required.