Sigma Xi, The Scientific Research Honor Society (Sigma Xi) seeks Annual Giving Officer at the Society’s headquarters in Research Triangle Park, North Carolina. Sigma Xi is the world’s largest multidisciplinary honor society for scientists and engineers. Our mission is to enhance the health of the research enterprise, foster integrity in science and engineering, and promote the public understanding of science for the purpose of improving the human condition. Nearly 30,000 scientists are active as Sigma Xi members and connected to hundreds of chapters at colleges and universities, government laboratories, and industry research centers around the world. More than 200 Nobel laureates have been members. Sigma Xi is based in Research Triangle Park, North Carolina, with Development staff also located in Washington, DC.

POSITION SUMMARY:

Under the guidance and supervision of Director of Development, the Annual Giving Officer is responsible for planning and implementing strategies for identification, cultivation, solicitation, and stewardship of individual donors to support the mission of Sigma Xi. This position will oversee direct mail and digital solicitation implementation and manage annual giving to the society. The Annual Giving Officer will focus on strategically expanding the organization’s annual giving program with a goal of significantly increasing the base of annual gifts. The Annual Giving Officer is a key member of the development team.

DUTIES AND RESPONSIBILITIES:

- Secure new, renewed, or increased funding from individuals through online giving, direct mail and digital campaigns, special events, and proposals
- Assure accurate and timely gift entry, reporting, and stewardship
- Build and maintain positive relationships with individual donors, volunteers, members and community stakeholders
- Plan and execute steps for donor identification, cultivation, solicitation, and stewardship for annual donors giving non-designated gifts to the annual fund
- Liaise with professional consulting firms and vendors to design and manage a comprehensive direct mail program and digital giving strategies and analyze direct mail/digital solicitation program results data to refine and increase ROI
- Oversee strategy and implementation for Giving Tuesday and other giving days.
- Work with Director of Development to establish revenue goals for fiscal year.
- Collaborate with the Director of Development, Major Giving Officer, and Foundation Relations Specialist to establish benchmarks and regular reporting processes to measure results of all annual fund activities
- Work closely with organization communications to develop and manage consistent messaging
to donors and prospects that aligns with solicitation and donor-specific stewardship communications
• Provide guidance and support to ensure timely renewal of charitable solicitation licenses
• Work effectively with Director of Development to identify new donors and build strategies for engaging and encouraging donors to give at higher levels

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

• Bachelor's Degree with 3-5 years of fundraising experience and proven track record for securing gifts
• Demonstrated track record of developing and executing successful annual fundraising strategies
• Ability to collect, organize and analyze data related to donor giving
• Comprehensive knowledge of gift processing and acknowledgement practices
• Well versed in direct mail and digital solicitation best practices and implementation
• Proficient in donor database formats
• Excellent organizational, writing, and verbal communication skills
• Must be strategic and forward thinking
• Goal-oriented with ability to work independently and meet deadlines
• Positive attitude and passion for playing a role in fulfilling the organization's mission.
• Considerable knowledge of fundraising techniques and sources of funding
• Ability to handle multiple projects, set priorities, and meet deadlines
• Must have valid Driver's License and reliable transportation to attend outside meetings

WORKING ENVIRONMENT:
Responsibilities will involve some flexible scheduling and work beyond the regularly scheduled workday, including evenings, weekends, and holidays.

COMPENSATION
This position is full-time exempt, with an annual salary range of $50,000 - $55,000 + benefits, commensurate with experience

PHYSICAL DEMANDS
This position requires the ability to sit or stand, speak, hear, see, and lift small objects up to 10 lbs. Requires the ability to travel frequently including locally, nationally, and internationally.

The physical demands described here are representative of those that must be met by the individual to successfully perform the essential functions of this position. Reasonable
accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sigma Xi offers competitive salaries, attractive benefits, and a collegial work environment. Please send resume and cover letter indicating salary requirements to:

Jasmine Shah
Director of Finance and Administration
Sigma Xi, The Scientific Research Honor Society
Post Office Box 13975
Research Triangle Park, NC 27709-3975
Email: hrdept@sigmaxi.org.

Deadline for resumes is November 15, 2021.

Sigma Xi is an Equal Opportunity Employer.