



The Director of Individual Giving (DIG) is a non-voting member of the Leadership Team of the Lambda Theta Alpha Foundation and is appointed in a manner consistent with the bylaws. They are accountable to the Board for the fulfillment of the duties and responsibilities outlined below.

Time Commitment and Term:

- 10 hours per week (researching new funding opportunities and ways to engage new partners/sponsors).
- The Director term will be for one consecutive year (2025-2026), beginning January 15, 2025, and ending January 14, 2026, and eligible to be renewed for an additional term.

Roles and Responsibilities:

His/her main duties are to:

- The DIG shall initiate and develop fundraising campaigns for general and specific target audiences.
- The DIG shall maintain, update, and execute an annual donor gift program to engage current and attract new donors.
- The DIG shall collaborate with the Board to create target-specific promotional materials, including but not limited to, social media posts, physical greeting materials, and electronic outreach materials.
- The DIG shall co-write grant opportunities with the Development team.
- The DIG shall assess and create annual donor targets revolving around small, individual donors.
- The DIG shall build external relationships, attend networking and fundraising events.
- The DIG shall connect with prospective donors and supporters on a continual basis to establish effective communications with them.
- The DIG shall work with the Development team to research co-sponsorship opportunities with other foundations or organizations for better promotion.
- The DIG shall sit on the Development Committee.

Position Skills and Qualifications:

- Enthusiasm for the mission of the Foundation.
- Ability to network with external stakeholders.
- Create new avenues to increase funds and support network.
- Grant writing experience beneficial.
- Background in non-profit, business management is beneficial.
- Working knowledge of G Suite and social media platforms.
- Ability to work with donor databases, Flipcause experience is a plus.
- Attention to detail.
- Strong interpersonal skills.
- Collaborative and dedicated to team efforts.

Financial Contribution

Financial Contribution: Directors are expected to make a personal meaningful financial contribution of at least \$100 upon acceptance of their position. Directors are also expected to give an additional \$100, during each term year, for a total contribution of \$200, by the end of each term year.