

# Philanthropy Team Leader

**Supervisor:** Philanthropy Manager

**Department:** Philanthropy

**Date Created or Revised:** January 2025

## Purpose

The philanthropy team leader is the leading member of the Philanthropy Team. She utilizes her Building Strong Girls, marketing, fundraising and event expertise to supervise all philanthropy specialists in guiding collegiate and alumnae chapters in philanthropy.

## Responsibilities

- Provide leadership, support, direction and feedback to philanthropy specialists as they guide collegiate chapters for Moonball and philanthropy events and activities.
- Work with philanthropy specialists to provide support to new chapters in their first two years of their five-year new chapter status.
- Assist philanthropy specialists with developing philanthropic goals based on the needs of the chapters they oversee.
- Serve as a Moonball and philanthropy resource for Philanthropy Team members and other Sorority volunteers and professional staff, including chapter advisors, public relations advisors, philanthropy advisors and regional team leaders.
- Work with philanthropy manager to implement philanthropic goals set forth by Gamma Phi Beta's strategic plan.
- Stay up to date on current philanthropic trends that can impact events. Solicit feedback and trends from philanthropy specialists and use information/data to make recommendations to move Gamma Phi Beta's philanthropic efforts forward.
- Ensure philanthropy specialists stay oversee chapters regarding proper Moonball and philanthropy funds submittal. Reinforce funds submittal when necessary.
- Support philanthropy specialists as they troubleshoot unsuccessful events (budget losses and brand risks), and provide education on how to communicate with chapters. This includes ensuring philanthropy specialists work with the regional team and chapter advisory boards when they find events/activities, service and beneficiaries that do not align with our philanthropic focus.
- Oversee hiring and training of philanthropy specialists.

### Expectations

- This role is appointed for a two-year term ending on July 31 off odd numbered years. This role is eligible for reappointment for a total of three terms.
- This role requires three to seven hours per week on average.
- Volunteers in this role will be expected to travel up to three days per year. Travel will include attendance at the REAL Leadership Institute (RLI) in alternate summers.
- Volunteers in this role will be expected to participate in the Belonging, Equity, Diversity and Inclusion (BEDI) Summit. The BEDI Summit is a synchronous, virtual program.
- Meet all expectations as outlined in Gamma Phi Beta's [Appointed Volunteer Expectations Agreement](#).

### Preferred Competencies and Experiences

- Confidence.
- Communication.
- Philanthropic Spirit.
- Prior experience as a Philanthropy Specialist.
- Knowledge of collegiate chapter-level philanthropy policies and procedures.