

Philanthropy Team Leader

Supervisor: Philanthropy Manager

Department: Member Experience

Date Created or Revised: July 2020

Purpose

The philanthropy team leader is one of two leading members of the Philanthropy Team. She utilizes her Building Strong Girls, marketing, fundraising and event expertise to supervise four Moonball specialists (Regions 1-4 or Regions 5-8) in guiding collegiate and alumnae chapters in philanthropy.

Responsibilities

- Provide leadership, support and direction to Moonball specialists as they guide collegiate and alumnae chapters for Moonball and philanthropy events and activities.
- Work with Moonball specialists to provide support to new chapters in their first two years of their five-year new chapter status.
- Assist Moonball specialists with developing philanthropic goals based on the needs of the chapters they oversee.
- Respond to Moonball specialists' questions and requests promptly, encourage workforce collaboration and aid Moonball specialists with phone and email communication, as necessary.
- Serve as a Moonball and philanthropy resource for Philanthropy Team members and other Sorority volunteers and professional staff (e.g., chapter advisors, public relations advisors, philanthropy advisors, collegiate chapter supervisors, regional team leaders, new chapter team leaders and chapter services managers).
- Work with director of Marketing 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 Moonball specialists and use information/data to make recommendations to move Gamma Phi Beta's philanthropic efforts forward.
- Work with Marketing department to send a Moonball-focused email to collegiate and volunteer stakeholders at the beginning of each semester and to make annual and necessary updates to Moonball and philanthropy resources and Sorority documents (e.g., manuals, job descriptions, officer trainings).
- Ensure Moonball specialists stay atop of chapters regarding proper Moonball and philanthropy funds submittal. Reinforce funds submittal when necessary.
- Ensure Moonball specialists identify especially successful events and share the chapter's best practices/event information with you and the Marketing department. Insight may be used in



future Philanthropy Team trainings and miscellaneous Marketing and Communications initiatives.

- Support Moonball specialists as they troubleshoot unsuccessful events (e.g., budget losses, brand risks), and provide education on how to communicate with chapters. This includes ensuring Moonball specialists work with the Building Strong Girls specialist when they find events/activities, service and beneficiaries that do not align with our philanthropic focus.
- Share the importance of supporting our philanthropic partner and Foundation first through philanthropy event fundraising.
- Provide support, as well as creative and critical thinking to Moonball specialists and chapters when navigating change to events (e.g., switching to online, changing beneficiaries, redirecting inappropriate activities). Oversee hiring and training of Moonball specialists. Supply ongoing feedback and annual evaluations to Moonball specialists.

Expectations

- 15 hours per month*
- No travel is expected for this role. Any changes in travel expectations will be communicated to volunteers.
- Complete the basic and supervisor Fidelity modules and other required training.
- Learn and utilize Beta Base, the chapter reporting system, for all chapters.
- Create a culture of team support and appreciation.
- Participate in monthly team leader/Building Strong Girls specialist calls, hosted by the director of Marketing.
- Host monthly calls with each Moonball specialists you supervise.
- Work collaboratively with counterpart philanthropy team leader and the Building Strong Girls specialist to co-host monthly Philanthropy Team calls and virtual Moonball, philanthropy and Building Strong Girls trainings to provide consistent information and knowledge to all Moonball specialists.
- Read and thoroughly understand the following collegiate resources: Moonball Manual-Event Logistics and Marketing, Moonball Brand Standards, Philanthropy Budget Worksheet, Philanthropy Fundraising Best Practices, Biggest Mistakes to Avoid When Fundraising and Secondary Philanthropy Event Manual.
- Respond to all communication within 48 hours.
- Pay annual **international alumnae dues** or be a **Life Loyal member**. To check if you are in good standing, login at GammaPhiBeta.org > Member > My Profile. On the first tab, if your paid through date is blank or if the date is in the past, you have not yet paid this fiscal year. If you are Life Loyal, you have paid for life and are in good standing!



**Chapters and new chapters can host Moonball in the fall or spring. Your time commitment will vary based on the needs of the Moonball specialists you oversee. This may vary based on how many chapters need support during each semester, and respectively, each month. Events are commonly hosted during October/November and March/April/May, and your hours may peak at that time, and vary week to week.*

Preferred Competencies and Experiences

- Lead Your Community: philanthropic spirit, community participation.
- Grow with Others: communication, teamwork, mentorship, diversity and inclusion.
- Learn for a Lifetime: ΓΦΒ knowledge, critical thinking.

