

Alumnae Initiate Team Leader

Supervisor: Alumnae Engagement Manager

Department: Alumnae Engagement

Date Created or Revised: September 2022

Summary

The Alumnae Initiate Team Leader reports to the alumnae engagement manager. The Alumnae Initiate Team Leader is responsible for the outreach, promotion, education and facilitation of the alumnae initiate program. The team leader will support the alumnae initiate specialists in the planning and execution of the alumnae initiate program.

Responsibilities

- Recruit and train alumnae initiate specialists.
- In collaboration with alumnae engagement department staff, create strategic educational and awareness resources to collegiate and alumnae chapters.
- Assist potential alumna initiates and/or sponsors to obtain completed application packet.
- Supply education packet materials following approval from the Membership Review Committee.
- Share the responsibility of delivering Fidelity to New Members with the alumnae initiate team specialist.
- Work with Alumnae Engagement department staff to ensure badge ordering, loyalty pledge completion and other necessary requirements for initiation have been successfully completed.
- Lead the alumna initiate specialist in performing virtual Initiation and education.
- Enhance performance and team building for alumnae initiation specialists by leading team calls once a month and communicating pertinent information via email.
- Support alumnae initiate specialists with problem solving, planning and executing.
- Maintain communication with Alumnae Engagement department staff on status of alumnae Initiation by meeting once a month and communicating pertinent information via email.
- Train successor to ensure a thorough transition; send all materials (paper and electronic) belonging to Gamma Phi Beta and pertaining to this position in a timely fashion.
- Serve as a positive role model and promote lifetime membership to all members of the Sorority.
- Perform other duties as assigned.

Expectations

- This role requires two to three hours per week, on average.
- No travel is expected for this role. Any changes in travel expectations will be communicated.
- Complete all Fidelity volunteer modules and other required training.
- Plan and lead alumnae initiation team calls, as scheduled, and other volunteer team calls, as requested.
- 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!



- Respond to all communication within 48 hours.

Preferred Competencies and Experiences

- Strong understanding and experience related to alumnae engagement in Gamma Phi Beta.
- Self-awareness of strengths, challenges and motivation for volunteering.
- Effective, clear and timely written and verbal communication.
- Experience leading a team to meet established goals
- Ability to think critically about issues to propose a solution.
- Desire to mentor and coach other alumnae volunteers.

