

Philanthropy Specialist

Supervisor: Philanthropy Team Leader

Department: Philanthropy

Date Created or Revised: January 2025

Purpose

The philanthropy specialist is a member of the philanthropy team and is responsible for guiding collegiate and alumnae chapters in all areas of philanthropy: Moonball, secondary events and service for the region she is assigned. She uses her passion for Building Strong Girls, marketing, fundraising and event planning to ensure Gamma Phi Beta is seen as a philanthropic leader across National Panhellenic Conference organizations.

Responsibilities

- Provide leadership, support and direction for collegiate chapters for Moonball and philanthropy. This includes ensuring collegiate chapters successfully host Moonball, Gamma Phi Beta's signature philanthropy event once per academic year.
- Work with the philanthropy team leader to provide support to new chapters in their first two years of their five-year new chapter status.
- Assist chapters with developing mutual goals and actions plans as they pertain to Moonball and encourage chapters to use philanthropic activities as a means to provide leadership training, create a positive public image for Gamma Phi Beta and build member affinity to Building Strong Girls.
- Communicate by either phone or email with each philanthropy chairwoman whose chapter is in your region (including chapters on new chapter status) about Moonball and secondary philanthropy events. Respond to chapter's requests and reports in a timely manner.
- Serve as a Moonball and philanthropy resource for Sorority volunteers (chapter advisors, public relations advisors, philanthropy advisors, collegiate chapter supervisors, regional team leaders and new chapter team leaders). This includes assisting with the exchange of information among chapters and their volunteers.
- Connect chapters to Moonball and philanthropy resources on both the public and member-protected areas of GammaPhiBeta.org and communicate changes to existing resources and when new resources are released to enhance the philanthropy chairwoman's job performance.
- Ensure chapters submit funds from Moonball and philanthropy events to the Gamma Phi Beta Foundation within 30 days of event or by May 15, whichever is sooner.
- Identify chapters hosting events that do not embody Building Strong Girls (activity or beneficiary) and work accordingly with the regional team and chapter advisory board for educational support.
- Evaluate all events after they have been held using reports in Beta Base. Troubleshoot unsuccessful events and provide education to chapters on how to lower costs, obtain sponsorships and optimize funds raised for future events, etc.
- Identify especially successful events and share the chapter's best practices/event information with the Marketing department. Insight may be used in future Philanthropy Team trainings and miscellaneous marketing initiatives. This includes encouraging chapters/members to share their Building Strong Girls stories via GammaPhiBeta.org/Philanthropy.
- Send congratulations notes to chapters for hosting successful events and for supporting Building Strong Girls and Girls on the Run.

Expectations

- This role is appointed for a two-year term ending on July 31 of odd numbered years. This role is eligible for reappointment for a total of three terms.
- This role requires four to nine 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

- Teamwork.
- Philanthropic Spirit.
- Applied Learning.