

Philanthropy Specialist

Supervisor: Philanthropy Team Leader

Department: Philanthropy Manager

Date Created or Revised: November 2021

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 and alumnae 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 (e.g., 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.
- Help identify donations made to organizations other than our philanthropic partner to be sure they are Building Strong Girls related (for secondary philanthropy events).



- Identify chapters hosting events that do not embody Building Strong Girls (activity or beneficiary) and work accordingly with the Building Strong Girls specialist 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

- 15 hours per month*
- No travel is expected for this role. Any changes in travel expectations will be communicated to volunteers.
- Complete the basic Fidelity modules and other required training.
- Learn and utilize Beta Base, the chapter reporting system, for all chapters.
- Be a team member and support system for the philanthropy team.
- Participate in monthly team calls to stay atop of trends and best practices.
- Participate in virtual philanthropy trainings as guided by the philanthropy team leader.
- Read and thoroughly understand the following collegiate resources: Moonball Manual-Event Logistics, Moonball Manual-Marketing, Moonball Brand Standards, Philanthropy Budget Worksheet, Philanthropy Fundraising Best Practices, Biggest Mistakes to Avoid When Fundraising and Secondary Philanthropy Event Manual.
- 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 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



- She embodies philanthropic spirit and encourages others to join her in donating time, skills, talent and financial resources.
- She is an active citizen and uses her involvement to enrich and benefit the communities she serves.
- She is prepared, thoughtful, engaged and reflective when taking in information and communicating with others.
- She can identify attributes of a healthy relationship and contributes individually in creating a positive team dynamic.
- She uses her experience to guide and coach other individuals.
- She celebrates her personal identity and demonstrates respect and appreciation for individuals with identities different than her own.
- She understands Gamma Phi Beta's history, current initiatives and future goals and uses her knowledge to make decisions that reflect our Sorority's values and priorities.
- She makes connections between different ideas and concepts, applies knowledge and skills to solve complex problems.
- She perseveres through challenging situations and uses healthy strategies to bounce back from difficult events.

