

# Legacy Program Team Leader

**Supervisor:** Alumnae Engagement Manager

**Department:** Alumnae

**Date Created or Revised:** July 2023

## Summary

The legacy program team leader reports to the alumnae engagement manager. The legacy program team leader is responsible for the outreach, promotion, education and facility of Gamma Phi Beta's legacy program. The team leader will support the legacy program specialists in the planning and execution of the legacy program.

## Responsibilities

Core duties and responsibilities include the following. Other duties may be assigned.

- Recruit and train legacy program specialists.
- Manage the legacy program specialists by providing support and direction for the team.
- Coordinate and lead monthly team calls for legacy program volunteers.
- In collaboration with alumnae engagement manager, create strategic and education resources to collegians and alumnae.
- Define and create guidelines for being a legacy and legacy maker within Gamma Phi Beta.
- Assist potential legacies and legacy makers to obtain completed registration packet.
- Enhance performance and team building for legacy program specialists by leading team calls monthly and communicating pertinent information via email.
- Maintain communication with alumnae engagement staff by meeting once a month and communicating pertinent information via email. Train successor to ensure a thorough transition; send all materials belonging to Gamma Phi Beta and pertaining to this position in a timely manner.
- Serve as a positive role model and promote lifetime membership to all Gamma Phi Beta members.
- Create and communicate annual communications and events to registered legacies and legacy makers.
- With the Marketing team, celebrate and highlight legacy connections on social media and in The Crescent.

## Expectations

- Volunteer three to five hours per week on average.
- There is no travel required for this role. Any changes to this expectation will be communicated.
- Complete all assigned Fidelity volunteer online lessons within four weeks of appointment and have subsequent training conversations with alumnae chapter team leader within six weeks of appointment.
- Learn and utilize Beta Base, the chapter reporting system.
- Participate in regularly scheduled legacy program team calls.
- 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](https://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!

#### **Preferred Competencies and Experiences**

- Strong understanding and experience related to the membership experiences of legacy members and legacy makers in Gamma Phi Beta.
- Self-awareness of strengths, challenges and motivation for volunteering.
- Effective, clear and timely written and verbal communication.
- Experience working on a team to meet established goals.
- Ability to think critically about issues to propose a solutions.
- Desire to mentor and coach other alumnae volunteers.

