



Staff Position Description: **Philanthropy Team Member**

Inherent in each staff position within Alpha Xi Delta Fraternity is an obligation to commit to the Fraternity's vision: *Inspiring women to realize their potential*. Further, each position includes a responsibility to promote and carry out the Fraternity's mission: *To enrich the life of every Alpha Xi Delta*.

RESPONSIBLE TO: Director of Events and Administration

DEPARTMENT AND CLASSIFICATION: The Philanthropy team member is a part of the Events and Administration Department.

PURPOSES AND BASIC FUNCTIONS: Manage the Fraternity's philanthropy initiatives.
Seek opportunities for further cultivation and growth as well as increased exposure for the Fraternity.
Promote volunteer, alumnae and collegiate involvement in philanthropy throughout the membership.
Oversee related training and conference events.

INTERNAL RELATIONSHIPS: Every Alpha Xi Delta staff member is integral in fulfilling the Fraternity's vision and mission. Although a position may generally require collaboration more with one staff member than with another, all staff members work cooperatively and respectfully with each other. Has regular contact with volunteer leaders, college chapters, alumnae associations and college/university personnel. Serves as the liaison between the National Fraternity and the National Philanthropy Director and Territory Directors.

EXTERNAL RELATIONSHIPS: Develops and nurtures relationships between the National Fraternity and host institutions as well as the National Fraternity and fraternal partners.

DUTIES AND RESPONSIBILITIES

Key Impact Organization Management

- Partner in maintaining relationship with our chosen key impact organizations each year.
- Serves as liaison for Alpha Xi Delta chapters and associations to key impact organizations.
- Attends meetings, training and educational sessions as needed.
- Continually researches industry organizations for collaboration as potential key impact organizations.

Data Collection and Analysis

- Collects and maintains all relevant philanthropy data provided by college chapters, alumnae associations, volunteers and members at large.
- Analyzes data provided in philanthropy reports.
- Identifies target areas to build the promotion of our philanthropic work and enhance community outreach.

Community Outreach

- Analyzes philanthropic data to determine target areas to promote Alpha Xi Delta's philanthropic work.
- Partners with the Communications and Marketing and Member Services departments to outline strategic plans for targeted areas.
- Increases exposure of Alpha Xi Delta in the community through development, implementation and support of Annual Philanthropy Plan nationwide.
- Provides direct support to Chapters and Associations needing special guidance or assistance throughout the year.

Resource Development and Maintenance

- Works with the philanthropy team and other volunteers to ensure that all the necessary resources and tools are created and maintained.
- Interfaces with Communications and Marketing Department on branding of all philanthropy resources and execution of communication plan.

Volunteers

- Serves as the liaison to the National Philanthropy Team as the staff liaison to the National Philanthropy Director including but not limited to: collaborating on weekly calls with National Philanthropy Director, collaborating on monthly calls focused on philanthropy engagement with our alumnae membership and co-leading monthly calls with the National Philanthropy Team. Additionally, serves as resource to team throughout the year.
- Identifies, recruits, and assists in the retention of volunteers.
- Assists in development and implementation of training for all levels of the Fraternity in regards to Alpha Xi Delta's philanthropic work.

National Meetings and Training

- Prepares and presents Alpha Xi Delta programs to membership when needed.

Foundation

- Collaborates with the Alpha Xi Delta Foundation on AmaXIng Challenge grant process, as well as any other Foundation initiatives to support philanthropy programming.
- Serves as main support for Alpha Xi Delta Foundation AmaXIng Challenge grant recipients ensuring Foundation investment is well made.

Miscellaneous

- Undertakes additional assignments and projects as requested or assigned.
- May be asked to travel to represent the Fraternity's philanthropy work.
- Maintains a corporate credit card account, providing all required receipts for reconciliation.
- Maintains and is responsible for business equipment.
- Provides timely feedback to collegians, advisors and co-workers.
- Utilizes "best practices" in all activities and programming.