



*Staff Position Description:*  
**LIFETIME ENGAGEMENT 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:** Associate Executive Director

**DEPARTMENT:** The Lifetime Engagement team member works within the Executive Department.

**PURPOSES AND BASIC FUNCTIONS:**

- To direct the responsibilities and tasks of her or his area of the Executive Department to meet the strategic priorities of the Fraternity.
- To promote lifetime engagement in Alpha Xi Delta.
- To promote alumnae and volunteer involvement throughout the membership.
- To assist alumnae associations with growth and development.
- To assist in the development, assessment, and alumnae volunteer placement and training.
- To keep current on issues and other matters affecting college campus life as well as those affecting alumnae members, especially in their volunteer work with the chapters and collegiate members.

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**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 with one staff member more than with another, all staff members work cooperatively and respectfully with each other.

The Lifetime Engagement team member has regular contact with volunteer leaders, college chapters, and alumnae associations; and is the liaison between the National Fraternity and the National Directors Network, as assigned.

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

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## DUTIES AND RESPONSIBILITIES

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### Volunteers

- ❖ Serves as a resource and the staff liaison to the National Alumnae Director and National Alumnae Team.
- ❖ Oversees volunteer appointment and placement process.
- ❖ Develops strategies to increase alumnae volunteer participation and makes recommendations to the volunteer structure as necessary.
- ❖ Develops a national onboarding process for all new volunteers.
- ❖ Assist with volunteer placement in order to fulfill the needs of Alpha Xi Delta as well as the individual needs of the member.
- ❖ Maintains the integrity of the adopted volunteer structure.
- ❖ Develops assessment and analysis to identify areas of improvement in the volunteer experience.
- ❖ Works with individual teams to provide adequate training.
- ❖ In conjunction with the Education and Leadership Team, provides continuing education for volunteers in order for them to be fully aware of trends and issues within the industry and Higher Education.

### Lifetime Engagement

- ❖ Regularly assesses and creates strategies for increasing alumnae engagement.
- ❖ Researches, develops and implements alumnae programming which encourages lifetime engagement.
- ❖ Collaborates with other departments and positions to enhance alumnae participation.
- ❖ Oversees the support and development of the alumnae associations/networks, serving as a resource for issues and inquiries.
- ❖ Promotes Alpha Xi Delta programs that encourage continued connectedness.
- ❖ Connects with graduating seniors to maintain relevance, forwarding information to alumnae associations, gathering volunteer interest and encouraging potential giving opportunities.
- ❖ Develops, implements and promotes, in coordination with the Communications and Marketing department, the Fraternity's alumnae eNewsletters.
- ❖ Coordinates the alumnae recognition and awards program.
- ❖ Assists, when appropriate, in cultivating a partnership with each of Alpha Xi Delta's host institutions.
- ❖ Assists in furthering the Fraternity's strategic priorities.

### National Meetings and Training

- ❖ Assists with the design and implementation of alumnae and volunteer programming for national meetings, such as National Convention and the Volunteer Leadership Conference.
- ❖ Attends national meetings of other organizations on behalf of the Fraternity.
- ❖ Assists in developing educational and training curriculum for the Fraternity.
- ❖ Prepares and presents Alpha Xi Delta programs to chapters and associations when needed.

### Extension

- ❖ Participates in extension presentations to interested campuses as needed.
- ❖ Participates in establishments and installations of new chapters.
- ❖ Works with the National Alumnae Director to coordinate alumnae support and presence in the area of extension and new chapter establishments.

### Foundation

- ❖ Strategically plans and implements a marketing plan to further alumnae engagement in partnership with the Alpha Xi Delta Foundation.
- ❖ Participates in donor cultivation events as requested by the Foundation's Director of Development.
- ❖ Develops resources and training materials for volunteers and staff as needed to support donor development among alumnae.

### Miscellaneous

- ❖ Undertakes additional assignments and projects as assigned by the Associate Executive Director.
- ❖ Travels as needed and makes own travel arrangements for all Fraternity travel, adhering to the Fraternity travel policy.
- ❖ Maintains a safe driving record.
- ❖ Maintains a corporate credit card account, adhering to the Fraternity spending policy, including providing all required receipts for reconciliation.
- ❖ Maintains and is responsible for business equipment.
- ❖ Assists in budget preparation and monitoring of her or his own portion of the Fraternity budget.
- ❖ Participates in regular conference calls with the Associate Executive Director and Executive Department.
- ❖ Provides timely feedback to members and co-workers.
- ❖ Utilizes “best practices” in all activities and programming.
- ❖ Alpha Xi Delta membership preferred.

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