



Staff Position Description:
Philanthropy and Community Outreach 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 and Community Outreach 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.
- Actively seeks new opportunities to grow Alpha Xi Delta's relationship with these key impact organizations.
- 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.
- Travels as needed 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.
- Assists with budget preparation and monitoring of own portion of the Fraternity budget.
- Provides timely feedback to collegians, advisors and co-workers.
- Utilizes "best practices" in all activities and programming.