

Alpha Delta Pi

BE THE FIRST

DIRECTOR OF ALUMNAE ENGAGEMENT

DEPARTMENT: Membership Engagement

POSITION TITLE: Director of Alumnae Engagement

GENERAL DESCRIPTION: This full-time staff position has responsibility for defining the strategic direction of the Alumnae Engagement Team. The Director will work with team members to develop plans and strategies to ensure the achievement of team and sorority goals. The position works closely with staff and volunteers to support alumnae experiences, manage communications, and increase alumnae member participation and engagement in sorority initiatives. Special projects may be assigned as needed to support the broader membership base.

Duties Performed

- Set and manage the strategic direction for the team.
- Supervise staff team members focused on alumnae engagement. Serve as coach and mentor to staff members to ensure project deadlines are met and to facilitate accomplishment and achievement within their positions.
- Lead and drive alumnae engagement initiatives as they relate to the sorority's strategic plan.
- The Director is responsible for:
 - Leading efforts to provide alumnae engagement opportunities including in person and virtual events.
 - Serving as staff liaison to Alumnae Relations Directors, Alumnae Association officers, and collegiate alumnae relations officers.
 - Researching and launching new opportunities to engage alumnae.
 - Overseeing the development of and manage the onboarding process for new Alumnae Associations.
 - Developing tools for Alumnae Associations to promote outreach and inclusion of members of all ages.
 - Managing the individual alumnae awards process.
 - Managing the annual ReMember (alumnae dues) campaign
 - Managing the sorority's alumnae accountability process.
- Provide guidance to team members as they manage key alumnae initiatives including, but not limited to, the Alumnae Initiate Program, programming for collegiate senior members to promote the transition from collegian to alumna membership, Alumnae Association management, and the Alumnae Initiate Program.
- Partner with Education and Programs Specialist and International Officers to develop programming specific to alumnae members.
- Partner with the Marketing and Communications Team staff to promote individual alumnae accomplishments and to write and distribute alumnae communications as appropriate.

- Partner with the Alpha Delta Pi Foundation on joint alumnae engagement initiatives.
- Support team with alumnae specific data reporting, collection, and metrics.
- Manage audits of programs on a regular cycle.
- Establish relationships with key stakeholders and industry peers to remain knowledgeable about current issues and/or trends impacting alumnae membership base.
- Potential travel to Grand Convention or other summer meetings as well as other alumnae events or conferences throughout the year as determined by supervisor.

Expectations

- Consistently demonstrate through words, actions, and interactions, alignment with Alpha Delta Pi's values and strategic direction, focusing on the success of the Sorority.
- Demonstrate a positive, problem-solving mindset with a spirit of teamwork.
- Maintain high professional standards.
- Promote the ongoing development of a service relationship with alumnae associations, alumnae volunteers, International Officers, and all members of Alpha Delta Pi.
- Maintain positive public relations within Alpha Delta Pi, among all entities, in contact with other NPC and NIC groups, university officials, vendors and others.
- Represent Alpha Delta Pi within related professional organizations as approved by supervisors.
- Promote a sense of pride in Alpha Delta Pi and a strong sisterhood across organization.

Suggested Background and Experience

- Bachelor's degree; Master's degree in higher education administration (or equivalent degree) preferred or a minimum of 5 years' experience with alumni relations or membership engagement.
- Three or more years of management experience in leading teams or individuals.
- Demonstrated project management experience in a professional environment.
- Knowledge of Alpha Delta Pi. Preferred Alpha Delta Pi alumnae volunteer experience.
- Experience working in a cross-functional team environment or volunteer-based organization preferred.
- Ability and willingness to travel as a representative of the sorority when needed.
- Strong analytical skills, oral and written communication skills, sound judgment, and decision-making ability.
- Proactive, self-directed, and able to independently solve problems.
- Customer service oriented and ability to maintain confidentiality.
- Outstanding organizational skills, ability to multitask, and work under pressure in a dynamic environment.

DEGREE OF SUPERVISION: Moderate

FROM: Senior Director of Membership Engagement

EXTENT OF SUPERVISION GIVEN: Moderate

TO: Alumnae Engagement Specialist, Alumnae Engagement Coordinator

STATUS: Full-time, Exempt

EMPLOYMENT LOCATION: Alpha Delta Pi's Executive Office in Atlanta, GA preferred; remote work may be considered. Remote work is not eligible in the following states: CA, NY, NJ, HI, AK