



Alumnae Cultivation Specialist–Engagement

Position Summary:

The Alumnae Cultivation Specialist–Engagement is responsible for assisting the Director of Alumnae Cultivation and the Director of Extension in supporting the growth and development of alumnae chapters during extension efforts.

Responsibilities:

- Provide timely and consistent updates to the Director of Alumnae Cultivation
- Assist the Director of Alumnae Cultivation in establishing a strong alumnae base in support of provisional chapters
- Assist the Extension Team in recruiting alumnae members to engage in provisional collegiate and alumnae chapters
- Work closely with the Extension Team and International Headquarters staff to plan and execute all communications with the alumnae group and/or local alumnae to provide attendance and support for extension presentations, recruitment and other provisional chapter needs
- Establish and maintain communications with alumnae via social media outlets to encourage and increase their involvement with provisional chapters
- Work with the Extension Team to identify, develop and train alumnae volunteers for advisor and alumnae officer positions for provisional chapters
- Maintain communication with the Director of Alumnae Cultivation, the Directors of Collegiate Development and Regional Alumnae Coordinators to discuss ongoing volunteer support needs and effectiveness
- Support new alumnae groups by arranging for all Fraternity materials to be sent to them, i.e. Alumnae Ritual
- Assist with the selection and/or appointment of officers for new alumnae groups
- Participate in alumnae group visits as needed/requested
- Attend Convention, volunteer workshops and training, as applicable

Supervisory Responsibilities: None

Reports to: Director of Alumnae Cultivation

Distinct Qualifications:

- Have experience that has provided the applicant with the knowledge and abilities listed above, including involvement in an alumnae chapter or club
- Have knowledge of the extension process for Alpha Gamma Delta
- Have previous experience in participating in a Fraternity extension effort preferred
- Knowledge of alumnae officer duties and responsibilities and alumnae chapter/club operations