

Our Mission: To impact and enrich our communities by providing essential support for education, philanthropy and leadership.

Expectations:

Believe in the power of women to positively contribute to the world.

Believe in the value of life-long education, personal growth, leadership development and service to others.

Be compassionate, caring and confidential to all those we serve.

Believe in the value of every donor and the power of many when joined together to impact our world.

Be smart. Be committed. Be innovative. Be flexible. Learn, all the time.

Live with integrity and expect the same from others.

Cooperate, communicate and present your best self in all situations.

Deliver your highest quality work with the time, resources and knowledge available.

Believe in the value of Alpha Gamma Delta.

Your Role in Our Mission:

The Communications and Programs Manager oversees the personal, direct impact of the Foundation in the lives of our members and those in our communities through management of the Foundation's scholarship, grant and educational programs. The Manager communicates impact through creation and implementation of a strategic multi-channel communications plan to promote program awareness and fundraising.

What You'll Be Doing:

Communications:

- Create, implement and oversee the strategic, multi-channel communications plan of the Foundation, including but not limited to newsletters, magazine ads, social media, and other publications and communications. The plan is created and implemented in concert with fundraising initiatives.
- Manage the Emma email broadcast system.
- Continuously evaluate, develop and maintain the Foundation website, maintaining its accuracy, relevancy and timeliness.

Program Management:

- Plan, promote, coordinate, supervise and implement the Foundation's grant programs according to donors' wishes and guidance of the board and program committees. Such programs include, but are not limited to, grants for leadership programs, under/graduate scholarships, continuing education, diabetes education and awareness, Sisters Income Supplement (SIS) and the Disaster Relief Fund.
- Recruit, train, manage and support program volunteers.
- Create and manage donor engagement experiences for programs.
- Create and maintain all grant records, including paper, electronic and database applications.
- Establish, maintain and report on annual program goals and benchmarks.
- Serve as partner and liaison with Alpha Gamma Delta Fraternity and Fraternity Housing Corporation on grant programs and projects, as applicable.

Organizational Management:

- Implement assigned sections of the Foundation's strategic plan and prepare regular reports.
- Maintain current professional expertise and attend educational workshops necessary for continued professional development as approved by the Executive Director.
- Attend board meetings and conferences as assigned by the Executive Director.
- Perform all assigned duties in a professional manner benefitting the mission and culture of the Alpha Gamma Delta Foundation.

Qualifications:

- Bachelor's degree required, preferably in communications, marketing, public relations or related field.
- An excellent communicator, with strong written and verbal skills in the English language.
- Tech-savvy, with experience working with websites and electronic communication vehicles including Facebook, Twitter, Pinterest, Instagram and other social media sites.
- Previous grant program management experience valued.
- Well-organized, able to work with minimal supervision and manage your time in a deadline-oriented environment.
- Flexible, able to shift priorities as required and enjoy working in a fast-paced environment.
- A familiarity with the Adobe Creative Suite (specifically InDesign and Photoshop) preferred.
- Ability and willingness to work from International Headquarters offices in Indianapolis, IN preferred.
- Ability and willingness to travel as a representative of the Foundation.
- Membership in Alpha Gamma Delta and basic knowledge of the Fraternity preferred but not required.

Supervisory Responsibilities: None.

Job Status: Exempt.

Reports to: Executive Director.

Non-Discrimination Policy:

We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state or local law.

Application:

A cover letter with salary expectations, writing sample, reference listing and resume should be submitted to Julie Waitman, Executive Director, Alpha Gamma Delta Foundation, at jwaitman@alphagammadeltafoundation.org. Please note "Communications and Programs Manager Position" in subject line.