Title: Alumnae Engagement Manager

Team: Membership

Supervisor’s Title: Director of Alumnae Engagement

Position Status: Full-time, exempt

Position Location: Carmel, Indiana

Position Summary: This role supports the strategies of recruitment, retention, engagement and development for Sigma Kappa’s volunteers, alumnae initiates and alumnae-at-large.

Qualifications:
- Bachelor’s degree
- Two-three years professional experience in non-profit, association management, membership-based organization or similar relevant work experience
- Familiarity with membership database systems
- Knowledge of the policies and procedures of Sigma Kappa or other membership organizations

Responsibilities:
- Oversees the interpersonal relations and training of the volunteer experience that includes:
  - Analyze current volunteer recruitment/identification processes to identify gaps that are in need of improvement.
  - Regularly assess needs and identify key strategies to communicate for volunteer vacancies.
  - Assist with matching volunteers to appropriate positions seeking to fulfill the needs of the organization as well as the individual.
  - Work with the appropriate team(s) to ensure new volunteers are adequately trained.
  - Develop continuing education for all national and nationally appointed volunteers in partnership with the membership team (programming, growth, and collegiate services).
- Develop, implement and execute engagement opportunities for young alumnae.
- Research, develop, implement, and distribute educational resources for alumnae-at-large and alumnae chapters, in conjunction with the national vice president for alumnae and alumnae team.
• Manage the alumnae initiate program while working to integrate women into the Sigma Kappa membership.
• Assist in implementation and execution of alumnae engagement programs.
• Support the day-to-day work of the alumnae national volunteer team.

Expectations:
• Consistently demonstrate through words, actions and interactions, alignment with the Sorority's values, strategic direction and commitment to diversity, equity, access and inclusion, focusing on the success of the organization.
• Promote the ongoing development of a service rapport with chapters, local and national volunteers and all members of the Sorority.
• Represent Sigma Kappa within related professional organizations as approved by the executive director.
• Assist with preparations for national meetings as assigned, and travel to meetings to provide on-site staff support.
• Demonstrate a positive, problem-solving mindset and a spirit of teamwork and cooperation.
• Demonstrated project management experience in a professional environment.
• Excellent communication, customer service, organization, presentation, facilitation and relationship building skills.
• Maintain positive public relations within the Sorority, among all Sorority entities, in contact with other membership groups, university officials, vendors, and others.
• Maintain and develop materials and procedure notebooks as appropriate to the position.
• Perform other duties as assigned by the director of alumnae engagement, senior director of membership strategy and the executive director of Sigma Kappa Sorority

Technical/Computer Skills:
• Ability to effectively use email (MS Outlook) and MS Office software programs.
• Ability and willingness to effectively use other job-related technology tools.

Physical Demands:
• Ability to stand under 1/3 of the time.
• Ability to walk under 1/3 of the time.
• Ability to sit more than 2/3 of the time.
• Ability to talk or hear from 1/3 to 2/3 of the time.
• Ability to lift 20 lbs. under 1/3 of the time.

Work Environment:
• The work environment is that of a fast-paced office with minimal to high noise levels and moderate temperatures.
• This position requires working independently as well as part of a team.
• This position requires verbal and face-to-face contact with others on a daily basis.
• Frequent use of a computer, general office equipment, and/or personal device (e.g., cell phone, tablet) is necessary.
• The position requires client information be maintained appropriately confidential.
The qualifications, responsibilities, expectations, technical/computer skills, work environment, and physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Sigma Kappa provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

*Revised January 2021*