

Alpha Delta Pi

BE THE FIRST

VOLUNTEER ENGAGEMENT SPECIALIST

DEPARTMENT: Membership

POSITION TITLE: Volunteer Engagement Specialist

GENERAL DESCRIPTION: This full-time position will assess, develop, and lead volunteer management and engagement processes and strategies for Alpha Delta Pi Sorority; build strong working relationships with Executive Office and Foundation staff, Grand Council, International Officers, and alumnae members; and serve as a valuable member of the sorority's staff Membership team.

Duties Performed

- Partner with Collegiate Services Specialists and district volunteers to source and screen prospective volunteers for advisory board positions, subject matter expert opportunities, and International Officer positions.
- Review, edit, and post volunteer position descriptions.
- Develop a volunteer management plan to include sourcing, recruiting, onboarding, and training for volunteer positions.
- Develop a volunteer sourcing and recruitment strategy to include a process for identifying and recording alumnae interest, reviewing applicable skills, and recruiting volunteer candidates.
- Manage the exit process for departing volunteers to assess retention trends and seek feedback for process improvement.
- Collaborate with the Marketing & Communications team to facilitate volunteer recruitment, recognition, and appreciation efforts.
- Collaborate with the IT team to identify resources to increase volunteer applications and manage volunteer tracking data.
- Partner with district volunteers to create and manage volunteer development plans.
- Partner with the Education and Programs and Collegiate Services teams, and other district volunteers regarding volunteer position specific training.
- Develop and facilitate volunteer engagement surveys as needed.

Expectations

- Ability to work independently and take initiative.
- 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.
- High degree of professionalism and confidentiality required.
- Promote the ongoing development of a service relationship with 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.
- Willingness and ability to travel as needed and requested. Travel may include Alpha Delta Pi conferences, relevant industry workshops or conferences, and other Alpha Delta Pi events as needed.

Suggested Background and Experience

- Bachelor's degree; membership in Alpha Delta Pi preferred
- 5+ years of professional experience or equivalent, preferably in the areas of human resources, recruiting, volunteer management or equivalent role/s.
- Knowledge of Alpha Delta Pi. Preferred Alpha Delta Pi collegiate officer and/or alumnae volunteer experience.
- Knowledge of Greek Affairs and the campus perspective.
- Experience working in a cross-functional team environment or volunteer-based organization preferred.
- Experience in fostering productive relationships with volunteers, developing volunteer leadership, and motivating volunteers.
- Excellent customer service skills and ability to maintain confidentiality.
- 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.
- Outstanding organizational skills, ability to multitask, and work under pressure in a dynamic environment.

DEGREE OF SUPERVISION: Moderate

FROM: Senior Director of Membership

STATUS: 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