

## POSITION

Alumna Engagement Coordinator

## RESPONSIBILITIES

The Alumna Engagement Coordinator supports Kappa Kappa Gamma in the development, execution, and management of alumna events and programs. The Alumna Engagement Coordinator collaborates to identify, implement, and evaluate structures and programs to enhance the alumna experience and align opportunities to organizational needs.

### **Principle Responsibilities**

- Assist with digital engagement, virtual programs, and in-person events, including planning, implementation, and evaluation.
- Assist with technology oversight, including but not limited to website, email and social media pages. Update content and ensure the pages are organized most efficiently to find information. Manage event communication and responses through the website, phone, and email.
- Collaborate with the Education and Training Department to develop programs and content aimed at increased alumna engagement.
- Plan, implement, and evaluate engagement opportunities using a range of delivery methods and engagement scoring methods.
- Effectively communicate with our internal and external customers in writing, orally, or with technology.
- Establish and maintain strong relationships — internal and external — with the Fraternity and Foundation.
- Collaborate with the Executive Director, Kappa Foundation staff, and the Education and Training Department in creating, implementing and evaluating alumna events.
- Provide research and recommendations for event ideas that are engaging to specific alumna affinity groups.
- Collaborate with Fraternity Council and the Alumnae Experience Director in support of strategic plan initiatives.
- Demonstrate initiative and sound judgment in matters of confidentiality.
- Perform other duties as assigned.

## EDUCATION AND EXPERIENCE

- Bachelor's degree with relevant/applicable experience.
- Excellent customer service skills.
- Ability to accommodate alumna schedules by attending meetings on nights and weekends when necessary.
- Experience with community building and fostering professional relationships with different stakeholders and constituencies.
- Demonstrated flexibility: Adapting quickly and resourcefully to shifting priorities and requirements and willing to work on different projects simultaneously.

 **Kappa Kappa Gamma** ALUMNA ENGAGEMENT COORDINATOR

Kappa Kappa Gamma is committed to building and maintaining a workplace that reflects human diversity and is committed to equal opportunity and eliminating discrimination and harassment.