

**POSITION**

Alumna Leadership Coordinator

**RESPONSIBILITIES**

The Alumna Leadership Coordinator supports Kappa Kappa Kappa Gamma and the Kappa Kappa Gamma Foundation in the recruitment, development, coaching, and retention of alumnae to serve as volunteers. The Alumna Leadership Coordinator collaborates to identify, implement, and evaluate structures and programs to enhance the volunteer experience and align talents to organizational needs.

**Volunteer Recruitment**

- Develop and manage a continuous volunteer recruitment plan to include a record of all volunteer interest, assessment of skills and talents, and time commitment.
- Coordinate all communication to volunteers from orientation through their departure from the volunteer role.
- Conduct an analysis of volunteer trends and data.
- Identify technological resources to increase volunteer applications and manage volunteer tracking data.
- Collaborate with the Alumna Relations Director and Advisory Board Director to develop programs for identifying and recruiting potential volunteers for local Kappa positions.

**Volunteer Development**

- Collaborate with the Education and Training Department to develop programs and content aimed at increased volunteer preparedness.
- Plan, implement, and evaluate learning and development opportunities using a range of delivery methods and adult learning models.
- Consult with Fraternity and Foundation leaders and Kappa Kappa Gamma Headquarters staff to help identify goals, determine necessary performance criteria, and evaluate goal attainment.
- Establish and maintain strong relationships, internal and external, with the Fraternity and Foundation.

**Volunteer Retention and Recognition**

- Assess volunteer retention and the largest contributors to the attrition of volunteers.
- Oversee all volunteer performance assessments and exit interviews. Provide coaching and guidance to volunteers.
- Propose, plan and execute an annual volunteer recognition program aimed at retaining alumna commitment.
- Collaborate with supervising volunteers, Fraternity Council and the Alumna Experience Director in the volunteer removal process (when necessary).
- Work with LEAD committee and Nominating Committee.

## REQUIREMENTS

- Bachelor's degree in business administration, nonprofit management, education, social science or other related field is preferred.
- Experience in relationship management, membership development, project management is desired.
- The ideal candidate will possess strong creative and interpersonal skills; capacity for difficult conversations; oral and written communication skills; presentation and facilitation skills; ability to set priorities, demonstrated flexibility; and an optimistic attitude.
- Ability to travel out of town or attend weekend meetings.