



**POSITION TITLE:** Director of Lifetime Engagement

**LOCATION:** Fully Remote (HQ Located in Chapel Hill, NC)

**SUPERVISOR:** Sr. Director of Marketing & Communications

**OFFICE HOURS:** Monday–Friday, 8 a.m.–5 p.m.

**SALARY RANGE:** \$50,000-\$55,000

**SUMMARY OF POSITION:** The Director of Lifetime Engagement is responsible for the development and implementation of opportunities for alumnae to engage with Tri Sigma throughout the lifelong alumnae journey.

#### **DUTIES & RESPONSIBILITIES**

- Provide strategies, resources, and support for maximizing alumnae chapter growth, recruiting a strong volunteer base, developing targeted relationships, and maximizing the member journey.
- Oversee key alumnae initiatives, including alumnae dues, alumnae initiation opportunities, alumnae chapters, travel program, regional receptions, and Golden Violets.
- Drive production of and provide assets for alumnae-specific communications, as well as collaborate with the Foundation to strategically identify and highlight alumnae on social media and *The Triangle*.
- Manage the process for volunteer service applications, volunteer placement, training, onboarding, and approving semesterly C.A.B. recruitment and succession plans.
- Collaborate with the Enablement and Collegiate Experience Teams regarding mentorship opportunities, alumnae and volunteer accountability, development and evaluation of alumnae program offerings, volunteer onboarding and training.
- Collaborate with the Tri Sigma Foundation staff regarding shared goals for alumnae engagement, outreach, and maximizing brand loyalty.
- Serve as staff counterpart to the assigned volunteer teams as outlined in the organizational chart.
- Stay informed of trends and developments within the industry, including participation in applicable organizations and professional conferences, as allowed by the budget.
- Additional travel as needed.

#### **QUALIFICATIONS & KNOWLEDGE**

- Must be a strategic and detail-oriented self-starter with the ability to manage multiple projects simultaneously and effectively interact with members and volunteers at all levels in the organization.
- Must possess excellent written, verbal, and interpersonal skills, and proficiency in using Microsoft Office products programs.
- Bachelor's Degree required plus at least 5 years of experience in managing projects and overseeing individuals and/or teams.
- Experience in a related field such as volunteer management or alumni/ae relations programs preferred.
- Membership in Tri Sigma or other fraternal organization preferred but not required.