



## **Leadership Circle Chair Job Description**

Through the Alpha Chi Omega Foundation, you have the unique opportunity to create change by empowering one conversation, one experience, one moment at a time. Dedicated volunteers will provide the Foundation with resources necessary to engage members as donors.

Staff Liaison: Advancement Officers, Kim Phillips and Marsha Grady

### **Purpose**

The Alpha Chi Omega Foundation is establishing a Leadership Circle chair to assist the chief development officer in developing strategies to:

- Maximize engagement in Leadership Circle
- Develop and recommend new ideas for Leadership Circle growth strategies and donor stewardship

### **Areas of Assistance**

- Become informed about Leadership Circle and objective, and plan for the future
- Brainstorm new ideas with staff to engage more women in Leadership Circle at convention
- Work with the Foundation staff to target potential donors and solicit prospects
- Know and be an advocate for the Alpha Chi Omega Foundation
- Actively solicit area sisters to become Foundation donors

### **Specific Responsibilities**

- Participate in quarterly lead specialist/chair call
- Attend convention
- Make a leadership gift of \$1,000 or more to the Alpha Chi Omega Foundation
- Maintain confidentiality with donor information
- Be a Life Loyal member