



Regional Co-Leader Job Description

Regional Leader Role

To support our large and growing membership, Dining for Women has 12 regions, each of which is managed by one or more volunteer Regional Leaders. Regional Leaders play a key role in attracting, engaging, retaining and mobilizing Dining for Women members within an assigned region. They exemplify and promote Dining for Women's vision, mission and culture, and their actions convey our deep belief in collaboration, education, inspiration and transformation.

Regional Leaders are responsible for the overall management of the region including oversight of a team of volunteer leaders and the development and support of regional strategies to grow new chapters, retain existing chapters, and increase awareness of DFW and its mission.

Accountability

Regional Leaders are accountable to the Dining for Women membership and community within an assigned region, and they work under the guidance of the Regional Leader Committee Chair and DFW's Communications and Membership Director. If the volunteer is unable to fulfill her responsibilities as a Regional Leader, she may be asked to step down.

Requirements

- Active in DFW for a minimum of one year is required.
- Experience as a DFW Chapter Leader and/or Mentor is preferred.
- Passionate about the mission of DFW and able to share that passion to inspire and motivate people to become and stay involved in DFW.
- Committed to serving as a DFW ambassador within the assigned region.
- Strong interpersonal skills.
- Experience/ability to lead a team of volunteers and to work collaboratively with a team.
- Effective verbal and written communication skills.
- Public speaking skills.
- Marketing and public relations experience/skills are an asset.
- Good organizational skills.
- Good working knowledge of technology, especially Word and Excel programs as well as online tools for meetings, scheduling and communications. Proficiency in Microsoft SharePoint is an asset.

Time Commitment

Regional Leaders are asked to commit to three years in this role, with the possibility of renewal upon mutual agreement.

The Regional Leader role requires a time commitment of five to 10 hours per week on average.

Key Responsibilities

- Manage a regional team of volunteers (Mentors, Chapter Leaders, Area Coordinators, Marketing Specialists, etc.)
- Serve as liaison and vital link between their regional team and DFW home office.
- Foster growth of new chapters
- Support chapter health and retention within assigned region.
- Increase awareness of DFW within assigned region.

Management of a Regional Team

- Recruit, train and supervise a team of Mentors who work directly with new and existing chapters/Chapter Leaders.
- Recruit and train other volunteers as needed in the region (i.e. Marketing Specialists, Area Coordinators, etc.)
- Maintain regular, ongoing communications with their regional management team (i.e. regional newsletter, monthly/quarterly conference calls, emails, etc.) in order to share DFW national or regional news.
- Inspire, motivate and recognize members of regional management team.
- Encourage members of regional management team to become more engaged in DFW through regional or national leadership roles or through other engagement opportunities (i.e. DFW travel program).
- Encourage feedback, evaluation and continual improvement of services.
- Plan for their own succession and that of their regional team members.

Liaison and Vital Link

- Serve as a vital link between DFW home office and their regional team, facilitating two-way communications and ongoing feedback.
- Work with Mentors to ensure that home office has accurate and up-to-date chapter and Chapter Leader information.
- Prepare and submit reports as requested by DFW home office and be responsive to home office reports.
- Attend and participate in online meetings of the Regional Leader Committee.
- Participate as a member of at least one RL sub-committee.

- Attend DFW regional or national events (i.e. retreats or conferences) in person, when possible.
- Work with home office to address questions or requests by Mentors, CLs or members.

Growth and Retention

- Monitor regional email account and respond to emails as necessary.
- Assign Mentors to support new and existing chapters.
- Assist Mentors, as needed, in supporting and retaining chapters and members (i.e. responding to CL questions or requests; assisting with any CL challenges or obstacles).
- Assist Mentors, as needed, to recognize and thank chapters, CLs and members (beyond the annual chapter anniversary cards that home office sends).
- Conduct interviews with exiting CLs and use their feedback to improve retention in the region.
- In collaboration with home office, develop regional strategies to foster chapter growth and to support and maintain current chapters in the region.
- Work with DFW home office to plan regional events to motivate and engage members (including, but not limited to, Founder and/or ED visits, regional conferences, regional webinars, CL or Mentor professional development, etc.)

Fundraising & Public Relations

- Assist in promoting and implementing DFW home office fundraising and public awareness strategies, including the 13th Month Annual Appeal.
- Inform DFW home office of potential major donors (individuals, corporations, foundations) that may be identified in their region.
- Educate Mentors and CLs about the Chapter Fundraising Guidelines
- Encourage chapter fundraisers and provide examples of ideas that are consistent with DFW policies.
- Review chapter fundraiser submissions for consistency with DFW policies and submit to home office for approval.
- Identify and pursue opportunities within the region to promote the mission of DFW and educate people about the plight of women and girls around the world (e.g. presentations, displays at events, distribution of informational materials, etc.)