

Department	Topic	Title Contact	Secondary Title Contact
Finance	1099 or W-9 Fraternity	administrative specialist	accounting manager
Legal & Ops	ACS and Postal Downloads	senior operations specialist	
Legal & Ops	Convention Awards (execution)	senior operations specialist	
Legal & Ops	Council Meeting Minutes & Logistics	senior operations specialist	general counsel / director of operations
Legal & Ops	Daily Mail Process/Fraternity & Housing Check Log	senior operations specialist	administrative specialist
	Insurance - social events	senior operations specialist	operations Specialist
Legal & Ops	Lamps of Knowledge	senior operations specialist	
Legal & Ops	Martin Center Reservations	senior operations specialist	any ops team member
Legal & Ops	Ritual Ordering Initiation Handbooks	senior operations specialist	any ops team member
Legal & Ops	Ritual Ordering Robes & Curtains	assistant director for managed property	senior operations specialist
Fdn/Comms	Crisis Grants	Foundation programs manager	dgfoundation@deltagamma.org
Fdn/Comms	Loans - Educational	Foundation programs manager	dgfoundation@deltagamma.org
Fdn/Comms	Scholarship & Fellowship Applications	Foundation programs manager	scholarshipfellowship@deltagamma.org
Fdn/Comms	Scholarship & Fellowship Recipients/Checks	Foundation programs manager	dgfoundation@deltagamma.org
Fdn/Comms	Service for Sight Grant Applications	Foundation programs manager	grants@deltagamma.org
Fdn/Comms	Sisters Helping Sisters: Need-Based Scholarships Applications	Foundation programs manager	needbasedscholarship@deltagamma.org
Mktg/Comm	Affinity travel program	director of marketing and communications	assistant director for communications
Mktg/Comm	Branding	director of marketing and communications	senior multimedia specialist
Mktg/Comm	Chapter Closure Communication	director of marketing and communications	CDS team
Mktg/Comm	Communications	director of marketing and communications	assistant director for communications
Mktg/Comm	Community Relations	director of marketing and communications	assistant director for communications
Mktg/Comm	Crisis situations	director of marketing and communications	assistant director for communications
Mktg/Comm	Graphic design: logos, newsletters, brochures, displays, photos	director of marketing and communications	senior multimedia specialist
Mktg/Comm	Hannah's Closet	director of marketing and communications	assistant director for communications
Mktg/Comm	Licensing (Greek vendors, shirt designs)	director of marketing and communications	general counsel / director of operations
Mktg/Comm	Marketing	director of marketing and communications	senior multimedia specialist
Mktg/Comm	Media inquiries/media relations	director of marketing and communications	
Mktg/Comm	Merchandising	director of marketing and communications	senior multimedia specialist
Mktg/Comm	Partnerships	director of marketing and communications	assistant director for communications
Mktg/Comm	Public Relations, Press releases Fraternity	director of marketing and communications	assistant director for communications
Mktg/Comm	Sesquicentennial Branding Jewelry and Merchandise 150 Anniversary	director of marketing and communications	archivist historian
Mktg/Comm	Wine Club - Golden Anchor Napa Valley	director of marketing and communications	archivist historian
Mktg/Comm	Auxillary sites (join.deltagamma.org , joindg.com & housing site)	senior multimedia specialist	graphic designer
Mktg/Comm	Business cards	senior multimedia specialist	graphic designer
Mktg/Comm	Handbooks	senior multimedia specialist	graphic designer
Mktg/Comm	Website	senior multimedia specialist	graphic designer
Mktg/Comm	Website content - local groups	senior multimedia specialist	graphic designer
Housing	Bank statements House Corporations, FHC	housing operations accountant	director of housing operations
Housing	Loans - Housing	director of housing operations	housing operations accountant
Housing	Taxes House Corporations, FHC	housing operations accountant	director of housing operations
Housing	Accounts payable Housing - Regions 4, 7, 8	accounts payable manager	senior accounts payable specialist
SharedSvc	3200 Riverside, 3220 Riverside	director of shared services	
SharedSvc	Facility Questions	director of shared services	
Finance	Bad Debt Write Offs Collegiate chapters	collegiate finance consultant	assistant director for collegiate finance
Finance	Collegiate chapter accumulated surplus amount	collegiate finance consultant	assistant director for collegiate finance
Finance	Collegiate chapter bank account info and access	collegiate finance consultant	assistant director for collegiate finance
Finance	Collegiate chapter finances = Regions 3, 5, 6	collegiate finance consultant	assistant director for collegiate finance

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Finance	greekbill	collegiate finance consultant	assistant director for collegiate finance
Housing	Accounts payable Housing - Regions 1, 5, 6	accounts payable specialist	accounts payable manager
MembSvs	Collegiate Study Abroad	CDS team	director of member services
MembSvs	Member Reinstatement for Collegians	CDS team	director of member services
MembSvs	Member Resignation for Collegians	CDS team	director of member services
MembSvs	New Chapter Support	CDS team	director of member services
MembSvs	Roster Changes	CDS team	director of member services
MembSvs	University Issues	CDS team	director of member services
Finance	Bank statements Collegiate chapters	collegiate finance team	
Mktg/Comm	ANCHORA	ANCHORA Editor	
MembSvs	Collegiate Chapters (not finances) = Regions 1,2,5	senior collegiate development specialist	CDS team
Housing	Accounts payable Housing - Regions 2, 3	senior accounts payable specialist	accounts payable manager
TDME	Adviser Training Academy / Logistics	events team	director of training, development and member experience
TDME	Alumnae Training Academy / Logistics	events team	director of training, development and member experience
TDME	Convention	events team	director of training, development and member experience
TDME	Event Web Page	events team	assistant director for events
TDME	Housing Conference / Logistics	events team	director of training, development and member experience
TDME	Anchor Academy / Logistics	events team	director of training, development and member experience
TDME	Lewis Institute / Logistics	events team	director of training, development and member experience
TDME	OTS Officers Training Seminar	events team	director of training, development and member experience
TDME	Collegiate Leadership Collective/Logistics	events team	director of training, development and member experience
TDME	The Champion Collective / Logistics	events team	director of training, development and member experience
TDME	Travel arrangements	events team	director of training, development and member experience
HR	Employment Verification Requests	all hr staff	
TDME	ASTP - Alcohol Skills Training Program	assistant director for health and wellness	assistant director for learning and leadership
TDME	Behind Happy Faces	assistant director for health and wellness	assistant director for learning and leadership
TDME	Xcelasone	assistant director for health and wellness	director of training, development, and member experience
TDME	Human Dignity	assistant director for health and wellness	director of training, development and member experience
TDME	Mock Trial	assistant director for health and wellness	general counsel/director of operations
TDME	Roses of Resilience	assistant director for health and wellness	assistant director for learning and leadership
Housing	Accounts receivable House Corporations, FHC	housing operations accountant	director of housing operations
Housing	Annual agreements House Corporations, FHC	housing operations coordinator	director of housing operations
Housing	Annual Report House Corporations, FHC	housing operations coordinator	director of housing operations
Housing	Rosters House Corporations, FHC	housing operations coordinator	assistant director for managed property
Housing	HR issues House Corporations, FHC = Regions 3,4,7 & LLC	FHC HR business partner	Housing and Fraternity HR business partner
Housing	Payroll issues House Corporations, FHC = Regions 3,4,7 & LLC	FHC HR business partner	Housing and Fraternity HR business partner
Executive	Staff Concerns	director of employee experience	Fraternity Executive Director
Mktg/Comm	Archives (chapter histories, inquiries about our history, etc.)	archivist historian	
Mktg/Comm	Badges, guards, dangles, jewelry	archivist historian	director of marketing and communications
Mktg/Comm	Contextualization	archivist historian	director of marketing and communications
Mktg/Comm	Founders Day	archivist historian	director of marketing and communications
Mktg/Comm	Initiations	archivist historian	
Mktg/Comm	Sesquicentennial Book 150 Anniversary	archivist historian	director of marketing and communications
Mktg/Comm	Tours of Executive Offices	archivist historian	
MembSvs	COB Continuous Open Bidding	assistant director for growth and development	CDS team
MembSvs	Collegiate Recruitment	assistant director for growth and development	director of member services
MembSvs	Continuous Open Bidding (COB)	assistant director for growth and development	CDS team
MembSvs	Legacy Calls	assistant director for growth and development	director of member services
MembSvs	Recommendations	assistant director for growth and development	alumnae resource specialist

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MembSvs	Recruitment Collegiate chapters	assistant director for growth and development	director of member services
SharedSvc	Global email list(s)	any IT team member	
SharedSvc	IT issues	any IT team member	
SharedSvc	Technology needs	any IT team member	
MembSvs	OmegaOne	any IT team member	
Fdn/Giving	Housing Campaigns & House Corporations	director of finance	FoundationFinance@deltagamma.org
Fdn/Giving	Check Log Foundation	donor relations specialist	Director of Donor Relations
MembSvs	Collegiate Chapters (not finances) = Regions 7,8	senior collegiate development specialist	CDS team
Finance	Collegiate chapter budgets	assistant director for collegiate finance	fraternity accountant
Finance	Collegiate chapter financial transparency	assistant director for collegiate finance	fraternity accountant
Finance	Parent/family member collegiate finance questions or concerns	assistant director for collegiate finance	collegiate finance consultant
TDME	Anchor Academy/Content	assistant director for learning and leadership	director of training, development and member experience
TDME	Lewis Institute / Curriculum	assistant director for learning and leadership	director of training, development and member experience
TDME	Collegiate Leadership Collective / Curriculum	assistant director for learning and leadership	director of training, development and member experience
TDME	The Champion Collective / Curriculum	assistant director for learning and leadership	director of training, development and member experience
Fdn/Awards	Catherine Stuart Schmoker Leadership Award (Alumnae)	events and executive operations manager	dgfoundation@deltagamma.org
Fdn/Misc	Convention and OTS Foundation	events and executive operations manager	dgfoundation@deltagamma.org
Fdn/Misc	Events Foundation	events and executive operations manager	dgfoundation@deltagamma.org
Fdn/Awards	H.K. Stuart Spirit of Service Award	events and executive operations manager	dgfoundation@deltagamma.org
Fdn/Misc	Martin Center Reservations	events and executive operations manager	dgfoundation@deltagamma.org
Fdn/Awards	Theta Leadership Award (Collegians)	events and executive operations manager	dgfoundation@deltagamma.org
MembSvs	Chapter Incident Procedure	director of member services	CDS team
Fdn/Comms	Graphic Design Foundation	assistant director for communications: creative str	Foundation comms team
Fdn/Comms	Social Media Foundation	assistant director for communications: creative str	Foundation comms team
Fdn/Comms	Website Updates Foundation	assistant director for communications: creative str	Foundation comms team
Fdn/Giving	Annual (Rose Circle Society) and Lifetime Giving Societies	donor relations specialist	dogood@deltagamma.org
Fdn/Misc	Foundation Ambassadors (Foundation Outreach)	donor relations specialist	dogood@deltagamma.org
Fdn/Giving	Foundation Pins	donor relations specialist	dogood@deltagamma.org
Fdn/Giving	Tax Receipts Foundation	donor relations specialist	dogood@deltagamma.org
Fdn/Giving	Tribute Gifts	donor relations specialist	dogood@deltagamma.org
Fdn/Giving	Foundation solicitation requests/issues	annual giving manager	fdncomms@deltagamma.org
Fdn/Giving	Gifts to the Foundation from Individuals/Members (Loyalty Fund)	annual giving manager	fdncomms@deltagamma.org
Fdn/Giving	Lectureships in Values & Ethics	advancement executive	dgfoundation@deltagamma.org
Fdn/Giving	Scholarship & Fellowships Funding	advancement executive	dgfoundation@deltagamma.org
Fdn/Comms	Marketing & Communication Materials Foundation	director of strategic communications	Foundation comms team
Fdn/Comms	Policies or Handbook Updates Foundation	director of strategic communications	Foundation comms team
Fdn/Comms	Press releases, Anchora stories Foundation	director of strategic communications	Foundation comms team
Fdn/Giving	Campaign	Foundation Executive Director	dgfoundation@deltagamma.org
Fdn/Giving	Planned Gifts / Founders Legacy Society (Estates, Bequests, Charitable Gift Annuities)	Foundation Executive Director	plannedgiving@deltagamma.org
Finance	Collections/Promissory Notes	collegiate finance consultant	assistant director for collegiate finance
Finance	Collegiate chapter finances = Regions 4, 7	collegiate finance consultant	assistant director for collegiate finance
Fdn/Giving	Collegiate & Alumnae Chapter gifts / Fundraising	senior chapter fundraising finance specialist	FoundationFinance@deltagamma.org
MembSvs	Collegiate Chapters (not finances) = Regions 3,4,6	education administrative coordinator	CDS team
Legal & Ops	Address/phone/email changes/death notifications	administrative specialist	senior operations specialist
Legal & Ops	Deceased Member information Updates	administrative specialist	senior operations specialist
Legal & Ops	DG-EO Responses	administrative specialist	senior operations specialist

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Legal & Ops	Individual Alumnae Awards (execution)	administrative specialist	
Legal & Ops	Member numbers (chapter/roll)	administrative specialist	senior operations specialist
Legal & Ops	Postage	administrative specialist	senior operations specialist
Legal & Ops	Recommendations	administrative specialist	senior operations specialist
Legal & Ops	Supplies/Office & Kitchen	administrative specialist	senior operations specialist
TDME	Adviser and Alumnae Training Academy / Curriculum	director of training, development and member experience	
Mktg/Comm	DEI Advisory Commission Staff Liason	director of training, development and member experience	
TDME	Housing Conference / Content Development	director of training, development, and member experience	director of housing
Legal & Ops	Event Guidelines	operations Specialist	senior operations specialist
Legal & Ops	LinkedIn	operations Specialist	senior operations specialist
Finance	Accounts receivable Fraternity	accounts receivable specialist	
Housing	Budgets House Corporations, FHC	director of housing operations	housing operations accountant
Housing	Housing questions	director of housing operations	housing operations accountant
Housing	Housing Renovations/Major Projects	director of housing operations	housing operations accountant
	Insurance - general chapter coverage	director of housing operations	housing operations accountant
Housing	Insurance - MJ	director of housing operations	housing operations accountant
MembSvs	Alumnae Awards/Milestone Recognition	assistant director for alumnae engagement & development	alumnae engagement specialist
MembSvs	Alumnae group statuses/disbandments/mergers/etc.	assistant director for alumnae engagement & development	alumnae resource specialist
MembSvs	Alumnae Initiate Program	assistant director for alumnae engagement & development	alumnae resource specialist
MembSvs	Alumnae Services	assistant director for alumnae engagement & development	alumnae resource specialist
MembSvs	Awards & 25/50/60/70/75 year certificates	assistant director for alumnae engagement & development	alumnae engagement specialist
MembSvs	Member Reinstatement for Alumnae	assistant director for alumnae engagement & development	alumnae resource specialist
MembSvs	Member Resignation for Alumnae	assistant director for alumnae engagement & development	alumnae resource specialist
MembSvs	memberplanet	assistant director for alumnae engagement & development	director of member services
MembSvs	Per Capita dues Alumnae	assistant director for alumnae engagement & development	alumnae resource specialist
TDME	Anchored Connections	community relations and member engagement specialist	director of training, development and member experience
TDME	Hope Serving	community relations and member engagement specialist	director of training, development and member experience
Finance	Collegiate chapter finances = Regions 1, 2, 8	collegiate finance consultant	assistant director for collegiate finance
Finance	Collegiate chapter taxes and group tax return	collegiate finance consultant	assistant director for collegiate finance
Legal & Ops	Trademarks Trademarking	general counsel / director of operations	director of marketing and communications
Legal & Ops	Working Groups & Committee Creation	general counsel / director of operations	
MembSvs	Chapter Closure Operations/Logistics	director of member services	CDS team
MembSvs	Fraternity Standards	director of member services	annual giving manager
Fdn/Misc	Accounts payable Foundation	foundation accounting manager	director of finance
Finance	Accounts payable Fraternity	accounting manager	fraternity accountant
Fdn/Misc	Accounts receivable Foundation	foundation accounting manager	director of finance
Fdn/Misc	Expense Reports Foundation	foundation accounting manager	
Finance	Expense Reports Fraternity	accounting manager	fraternity accountant
Finance	Fraternity Biennial Budgeting/budget amendments	Fraternity Accountant	Executive Director
Mktg/Comm	Newsletters	assistant director for communications	director of marketing and communications
Mktg/Comm	Social Media Fraternity	assistant director for communications	director of marketing and communications
Housing	HR issues House Corporations, FHC = Regions 2,5,6,8	Housing and Fraternity HR business partner	FHC HR business partner
Housing	Payroll issues House Corporations, FHC = Regions 2,5,6,8	Housing and Fraternity HR business partner	FHC HR business partner
Fdn/Giving	Matching Gift Program	director of donor relations	dogood@deltagamma.org
Fdn/Giving	Recurring Gifts	director of donor relations	dogood@deltagamma.org
TDME	Volunteer Impact Assessment	associate director for training and volunteer management	director of training, development and member experience
TDME	Volunteer Recruitment/Management	associate director for training and volunteer management	director of training, development and member experience
TDME	CDC Applications	CDCApplications@deltagamma.org	director of employee experience
TDME	Collegiate Development Consultants	associate director for education and consultants	director of training, development and member experience

Department	Topic	Title Contact	Secondary Title Contact
TDME	eLearning	associate director for education and consultants	director of training, development and member experience
Executive	Contracts/Signs all	Fraternity Executive Director	general counsel / director of operations
Executive	New staff projects/programs requests	Fraternity Executive Director	
Housing	1099 or W-9 Housing	accounts payable manager	senior accounts payable specialist
SharedSvc	Anchorbase iMIS	anchorbase@deltagamma.org	
Mktg/Comm	Chapter Social Media Statements	media@deltagamma.org	
MembSvs	Collegiate Panhellenic	Assistant director for growth and development	director of member services
TDME	DG Dialogues	dgdialogues@deltagamma.org	assistant director for leadership and learning
Housing	Expense Reports House Corporations, FHC	accounts payable manager	housing operations coordinator
MembSvs	Extension, Expansion	growth and development specialist	director of member services
MembSvs	Initiation Approval	collegiate development specialist	CDS team
MembSvs	Per Capita dues Collegiate	collegiate finance consultants	CDS team
Fdn/Misc	1099 or W-9 Foundation	foundation accounting manager	director of finance
MembSvs	Anniversary Celebrations Alumnae Chapters	alumnae resources specialist	assistant director for alumnae engagement & development