



PI KAPPA PHI

EXPANSION CONSULTANT DETAILED POSITION SUMMARY

ROLE OF THE EXPANSION CONSULTANT

Pi Kappa Phi Fraternity is a values-based membership development organization that focuses on building brotherhood through character enhancement, leadership development, academic achievement, commitment to service, lifelong friendship, and social experiences.

Each Expansion Consultant is assigned to expansion projects to recruit new members and is also assigned a number of recruitment support responsibilities to help undergraduate chapters grow. Each consultant spends the fall and spring academic terms conducting in-person recruitment to start or restart chapters while supporting and coaching established chapters on how to implement best practices of fraternity recruitment; most commonly in the following areas: lead generation and networking, recruitment committee structure, marketing/branding efforts, recruitment strategy and conversations, etc.

Expansion Consultants are directly supervised by the Director of Expansion & Growth and have substantial responsibility for collaboration and communication within other areas of chapter experience including peer Consultants, Growth Coordinator, Chapter Relationship Managers, the Student Experience Team, Ability Experience Staff, Foundation Staff, and Properties Staff.

REQUIRED QUALIFICATIONS

- Bachelor's degree
- Membership in the fraternity
- Ability to work a flexible schedule and travel
- Valid driver's license
- Acceptable/insurable driving record as defined by Holmes Murphy & Associates Fraternal Practice
- Automobile in good working order
- Insured motor vehicle with the following limits:
 - \$ 100,000 per person bodily injury
 - \$ 300,000 bodily injury aggregate per accident
 - \$ 100,000 property damage aggregate per accident
 - or: \$ 250,000 combined single limit
- Critical thinking, recruiting, planning, organizing, and leadership skills
- Ability to adapt quickly to new surroundings and situations and to solve problems creatively
- Excellent interpersonal skills (both verbal and written) with demonstrated effectiveness in interacting with individuals of various social, cultural, economic, and educational backgrounds
- Ability to work independently and in a highly collaborative team environment
- Experience managing different size projects while adhering to critical deadlines
- Capacity to promote and maintain good constituent relationships by troubleshooting, researching, or handling questions and concerns with speed and professionalism
- Strong proficiency with the Microsoft Office suite of products (Outlook, Word, and Excel)

PREFERRED QUALIFICATIONS

- Proven and effective leadership skills in chapter or on campus
- Experience in a customer service position or role
- Exhibit an adaptable and flexible comportment during high work-load times and/or when approaching deadlines

BENEFITS

Expansion Consultants will receive a salary commensurate with experience. Additionally, Pi Kappa Phi Fraternity offers Expansion Consultants with rent-free housing, group health insurance (which includes a \$15,000 death benefit), a \$250 annual contribution to a flexible spending account, group dental insurance, group vision insurance, and group disability insurance. These costs are fully funded by the Fraternity, except for any deductibles or co-pays. A 401(K)-retirement plan will also be available after your first six months on staff. Other benefits include lodging, hospitality, and clothing allowance (July), a monthly cell phone reimbursement stipend, and AAA Plus membership.

RESPONSIBILITIES

Expansion Consultant Recruitment, Training, and Management

- Contribute to the development of the staff prospect list
- Contribute to the execution of the staff recruitment strategy as directed
- Fully participate in expansion consultant training sessions
- Prepare weekly one-on-one meeting briefings for direct supervisor
- Prepare for and participate in regular performance appraisals

Expansion & Growth

- Serve as expansion consultant and recruitment specialist on assigned expansions and chapters
- Recruit founding fathers by implementing best expansion and recruitment practices
- Work with Director of Expansion & Growth to set and achieve semester expansion goals
- Provide coaching to founding fathers on best recruitment practices
- Collaborate with peers, the Director of New Chapter Development, Director of Chapter Operations, and Director of Expansion & Growth on the preparation and execution of expansion to associate chapter transition
- Communicate with alumni as needed for upcoming re-colonization efforts
- Coordinate all marketing and communication efforts with Director of Expansion & Growth, Growth Coordinator, and Communication Team for all assigned expansion projects
- Produce recruitment results while operating within the limits of assigned budget constraints
- Build and foster relationships with campus professionals from institutions of interest

Student and Chapter Development

- Create chapter recruitment support plans for chapters in partnership with Chapter Relationship Managers and Director of Expansion & Growth
- Develop recruitment plans with chapter recruitment stakeholders and associate chapter leadership
- Perform analysis and review of semester recruitment goals, strategies, and tactics
- Maintain the systems that promote standardized election cycles and chapter election compliance
- Execute the legacy recruitment strategy and referral process
- Work with Director of Expansion & Growth to execute associate chapter installation retreats, officer slating, etc.
- Collaborate with other staff to execute annual recruitment strategy and workshops as assigned
- Collaborate with Director of New Chapter Development and Director of Chapter Operations to facilitate successful chartering weekends, including but not limited to the reservation of Ritual location and planning various logistical items

Fraternity and Sorority Professionals

- Serve as a point of contact and partner for FSL and on-campus professionals within assignment to determine opportunities for success, areas of improvement in the community and/or chapter
- Schedule and attend in-person meetings with each FSL professional within assigned projects
- Assist in maintaining accurate FSL professional contact information in database

General Operations

- Serve on various staff teams as necessary
- Represent Pi Kappa Phi at various conferences and professional development opportunities
- Enforce NIC compliance with chapters
- Other duties as assigned

How to Apply

If you are interested in the position, please contact or submit a cover letter, resume, and three professional references to Parker Begale at pbegale@pikapp.org. **Resume review will begin immediately. Position open until filled.**