



PI KAPPA PHI

NEW CHAPTER DEVELOPMENT LEADERSHIP CONSULTANT DETAILED POSITION SUMMARY

ROLE OF THE NEW CHAPTER DEVELOPMENT LEADERSHIP 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.

The NCD Leadership Consultant is assigned a territory which includes a number of undergraduate Associate and recently chartered chapters. The NCD Leadership Consultant will also be assigned to establish new Associate Chapters. The consultant spends the fall and spring academic terms conducting in-person visits with the chapters in his territory and coaches chapters on how to implement best practices of the fraternity; most commonly in the following areas: personal responsibility and accountability, recruitment success, new member education, academic achievement, campus involvement, alumni relations, service and volunteerism, general chapter operations, and administrative responsibilities.

The Leadership Consultant is directly supervised by the Director of New Chapter Development, and have substantial responsibility for collaboration and communication within other areas of chapter experience including peer Leadership Consultants, Chapter Relationship Managers, Chapter Operations, and the Student Experience Team.

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, planning, organizing, and leadership skills
- Ability to adapt quickly to new surroundings and situations, and the ability 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

Leadership Consultants will receive a salary commensurate with experience. Additionally, Pi Kappa Phi Fraternity offers Leadership 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 hotel, hospitality, and clothing allowance (July), a monthly cell phone reimbursement stipend, and AAA Plus membership.

RESPONSIBILITIES

Leadership Consultant Recruitment, Training, and Management

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

New Chapter Development

- Recruit founding fathers by implementing best expansion and recruitment practices
- Provide coaching to founding fathers on best recruitment practices
- Communicate routinely with alumni for upcoming re-colonization efforts and presentations
- 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
- Support the fireside and show-cause process
- Collaborate with Director of New Chapter Development and Director of Expansion & Growth on expansion volunteer recruitment, training, and retention
- Coordinate all marketing and communication efforts with AED Communications for all assigned expansion projects
- Produce recruitment results while operating within the limits of assigned budget constraints
- Draft and produce expansion related articles for the FSL newsletter (as needed basis)
- Build and foster relationships with campus professionals from institutions of interest

Chapter Servicing and Administrative Requirements

- Prepare and properly file the Consultant Visit Report after each chapter visit
- Prepare and properly file the Future Consultant Report after each chapter visit
- Lead regular telephone communication efforts with chapter constituents, including chapter advisors and FSL campus professionals
- Assist with strategic communication to chapters in advance of the National Council Administrative Deadlines to gather information; including recruitment results, green reports, IRS 990 collection, claim of accounts, initiation cards, and accounts receivable, in partnership with the Chapter Relationship Managers
- Collect missing and correct erroneous initiation cards
- Assist Chapter Relationship Manager and chapter leadership in the completion of Green Reports and all other administrative requirements via the Chapter Gateway system
- Assist in maintaining chapter files (electronic and hardcopy) including collection of chapter programs
- Participate in regular meetings with Chapter Relationship Manager to determine appropriate chapter support strategy and focus areas for on-campus visits

Student and Chapter Development

- Create chapter development plans for each chapter in partnership with Chapter Relationship Managers
- Develop Strategic Plans (three months, six months, one year. etc.) with chapter and associate chapter leadership
- Perform semester reviews of chapter finances (budget, savings etc.) for each chapter
- Perform analysis and review of semester recruitment goals, strategies, and tactics
- Assist in the successful and thorough completion of all remedial action plan items
- Support the fireside and show-cause process
- Collaborate with the Director of Member Development to create and execute resources to support chapter and associate chapter development
- Maintain the systems that promote standardized election cycles and chapter election compliance
- Execute the legacy recruitment strategy and referral process on a chapter-level
- Work with Director of Expansion & Growth to execute associate chapter installation retreats, officer slating, officer training, set chartering goals, and execute chartering process as assigned
- 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 professionals within assigned territory to determine successes, weaknesses, areas of concerns of each chapter
- Schedule and attend in-person meetings with each FSL professional within assigned territory
- Assist in maintaining accurate FSL professional contact information in database

Volunteer Management

- Place telephone calls to each Chapter Advisor within territory to determine strengths, weaknesses, opportunities, areas of concerns, and trends of each chapter
- Participate in the execution of an annual volunteer appreciation week
- Collaborate with Director of Chapter Development, Director of New Chapter Development, Chapter Relationship Managers, and AED of Alumni Engagement on chapter volunteer needs
- Collaborate with Director of Member Development to create and update chapter-level volunteer resources
- Assist in the execution of the volunteer assessment and evaluation

General Operations

- Serve on various staff teams as necessary
- Represent Pi Kappa Phi at various conferences and professional development opportunities
- 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 Christopher Huffman, Director of New Chapter Development, via email (chuffman@pikapp.org). **Resume review will begin immediately. Position open until filled.**