



# PI KAPPA PHI

## LEADERSHIP CONSULTANT DETAILED POSITION SUMMARY

### ROLE OF THE 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.

Each Leadership Consultant is assigned a portfolio of expansion projects to recruit new members and/or several undergraduate Associate Chapters or recently chartered chapters. Each Leadership Consultant spends the fall and spring academic terms conducting in-person recruitment to start or restart chapters while supporting and coaching other new chapters on how to implement best practices of the fraternity; most commonly in the following areas: accountability, recruitment success, alumni relations, service, general chapter operations, and administrative responsibilities.

Leadership Consultants are directly supervised by a Senior Director on the Chapter Growth & Development Team and have substantial responsibility for collaboration and communication within other areas of chapter experience including peer Leadership Consultants, Growth Coordinators, Chapter Relationship Managers, Chapter Operations, 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**

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 lodging, hospitality, a monthly cell phone reimbursement stipend, and AAA Plus membership.

## **RESPONSIBILITIES**

### **Leadership 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 consultant training sessions
- Prepare weekly one-on-one meeting briefings for direct supervisor
- Prepare for and participate in regular performance appraisals

### **Expansion, New Chapter Development, and Growth**

- Serve as an expansion consultant and recruitment specialist on assigned expansions and chapters
- Recruit founding fathers by implementing best expansion and recruitment practices
- Work with Senior Director of Organizational Growth to set and achieve semester expansion goals
- Provide coaching to founding fathers on best recruitment practices
- Collaborate with peers, the Senior Director of Chapter Development, Director of Chapter Operations, and Senior Director of Organizational 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 Senior Director of Organizational 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
- Facilitate Model Associate Member Education Program with new Associate Chapters
- Serve as in-person support for key new chapter events, including Ritual of Initiation and recruitment weeks, as needed during chartering timeline

### **Student and Chapter Development**

- Create chapter development plans for chapters in partnership with Chapter Relationship Managers
- Develop Strategic Plans 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
- Maintain the systems that promote standardized election cycles and chapter election compliance
- Execute the legacy recruitment strategy and referral process
- Work with growth staff to execute associate chapter installation retreats, officer slating, etc.
- Collaborate with other staff to execute annual recruitment strategy and workshops as assigned

- Work with Senior Director of 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 submit a cover letter, resume, and three professional references to [apply@pikapp.org](mailto:apply@pikapp.org) Resume review will begin immediately. Position open until filled.