



## **DIRECTOR OF LEADERSHIP DEVELOPMENT DETAILED POSITION SUMMARY**

### **ROLE OF THE DIRECTOR OF LEADERSHIP DEVELOPMENT**

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 Director of Leadership Development will support all programs and development of volunteers and chapter leaders. The Director also provides feedback and coaching on advisor performance and oversees the volunteer recognition strategy. This role will be responsible for parent engagement and along with other general operations of the organization.

The Director of Leadership Development is directly supervised by the Managing Director of Training and Development and has substantial responsibility for collaboration and communication within other areas of Fraternity operations.

### **REQUIRED QUALIFICATIONS**

- Bachelor's degree
- Fraternity/sorority life experience (through membership or professional experience)
- Ability to work a flexible schedule and travel
- Ability to work independently and in a highly collaborative team environment
- Critical thinking, planning and organizing, administrative, and leadership skills
- Excellent interpersonal skills (both verbal and written) with demonstrated effectiveness in interacting with individuals of various social, cultural, economic, and educational backgrounds

### **PREFERRED QUALIFICATIONS**

- Master's degree in college student development, higher education, counseling, or a related field
- Professional experience or equivalent in students affairs work at a college/university, inter/national fraternity/sorority headquarters, or similar
- Demonstrated ability to create user-centered resources and educational materials
- Ability to apply student development and adult learning theory in an educational setting

- Familiarity with relevant organizational behavior, human resources, and leadership development literature
- Membership in a fraternity or sorority; membership in Pi Kappa Phi highly desired

## **BENEFITS**

The Director of Leadership Development will receive a salary commensurate with experience. Additionally, Pi Kappa Phi Fraternity offers a competitive benefits package, including: group health, dental, and disability coverage; annual flexible spending plan; 401(k) plan availability; annual, sick, and holiday leave; and professional development funds.

## **RESPONSIBILITIES**

### **Training of Officers and Resource Management**

- Assist with the development of curriculum to support the execution of training events and programs for leaders
- Serve as the on-site coordinator for various training events and programs for leaders
- Identify and train volunteers for leadership programs
- Manage and maintain resources to support chapter leaders and volunteers

### **Recruitment of Chapter Volunteers**

- Develop and update volunteer role descriptions and performance expectations of chapter-level volunteer positions
- Identify needs and opportunities for volunteers by conducting a placement evaluation, including chartered chapters, associate chapters, and future expansion projects
- Collaborate with the Chapter Servicing Team to develop an ongoing recruitment marketing plan

### **Appointment and Orientation of Chapter Volunteers**

- Interview and select volunteers; connect volunteers with Chapter Advisors for appointment to Council of Advisors
- Collaborate with Managing Director of Training and Development and the Chief Collegiate Officer on the recommendation of all Chapter Advisors for appointment
- Guide the Education Team on resources for chapter volunteers to utilize, in addition to orientation and ongoing training programs
- Lead volunteer training events on a chapter/regional and national level, including Chapter Advisor Symposium

- Design and provide regular distribution of resources and facilitate discussion among volunteers on key topics through ongoing Chapter Advisor training video/conference calls

### **Support and Evaluation of Chapter Volunteers**

- Develop and manage regular stewardship points of contact with Chapter Advisors
- Monitor progress, performance, and satisfaction of chapter volunteers through evaluation
- Oversee re-appointment process in line with Supreme Law and in conjunction with Supreme Chapter
- Coordinate and execute annual Volunteer Appreciation Week for the Greater Fraternity
- Monitor volunteer programs and participants, including overall and chapter-specific statistics
- Manage volunteer directories and associated asana projects
- Partner with the Technology team to ensure volunteer information is updated and accurate

### **Engagement of Parents**

- Develop and manage regular parent informational offerings
- Collaborate with the Marketing team on resources and channels of communication for parents of new or existing members
- Provide opportunities for parents to understand policies and expectations for members through engagement and education from staff
- Evaluate and evolve the parent experience annually

### **General Operations**

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

### **FOR MORE INFORMATION**

Please contact Ryan Lugabihl, Chief Collegiate Officer, with any questions by email ([rlugabihl@pikapp.org](mailto:rlugabihl@pikapp.org)). Those who would like to be considered for this role can email a Resume and Cover Letter and it will be open until filled.