



MANAGING DIRECTOR OF TRAINING AND DEVELOPMENT DETAILED POSITION SUMMARY

ROLE OF THE MANAGING DIRECTOR OF TRAINING AND 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 Managing Director of Training and Development will lead the department to support the training and development of chapter members, leaders, volunteers, and parents. The Managing Director is responsible for the content development of curriculum for all Pi Kappa Phi entities. This role is also responsible for managing the systems to support all training and development- Learning Management System, Assessment, etc.

The Managing Director of Training Development is directly supervised by the Chief Collegiate Officer 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)
- Professional experience or equivalent in student 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
- 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 and experience in college student development, higher education, counseling, or a related field
- Management experience of a staff or team
- Membership in a fraternity or sorority; membership in Pi Kappa Phi highly desired

BENEFITS

The Managing Director of Training and 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

Content Development and Management

- Develop, implement, and review curriculum supporting all Pi Kappa Phi entities
- Serve as the on-site coordinator for various training events and programs for leaders
- Support the Fraternity's education strategy through the creation of additional programs and officer training opportunities as needed
- Manage resources to support chapter leaders and volunteers

Supervision of Learning Management System

- Oversee the implementation and integration of the LMS with Pi Kappa Phi's database and systems
- Identify how to collect information on training to better inform decisions for the organization

Execution of Assessment

- Development and execution the Fraternity assessment initiatives, including and not limited to the deployment of all program satisfaction surveys
- Prioritize data informed changes or shifts to programming
- Make recommendations to other departments and areas on how to make data informed decisions

Support Organization's Diversity, Equity, and Inclusion Strategy

- Coordinate with Chief Collegiate Officer on the organization's initiatives for DEI impacting staff, volunteers, students, and chapters
- Integrate DEI strategy into regular organization operations and programming
- Develop and execute DEI education for staff, volunteers, students, and chapters

Team Management

- Supervise and lead the Training and Development Team to include weekly one-on-ones, staff support, and staff evaluation
- Provide oversight and direction to members of the team and ensure achievement of initiatives and goals for the department and organization

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). Those who would like to be considered for this role can email a Resume and Cover Letter and it will be open until filled.