



# PI KAPPA PHI

## DIRECTOR OF LEADERSHIP AND INNOVATION DETAILED POSITION SUMMARY

### ROLE OF THE DIRECTOR OF LEADERSHIP AND INNOVATION

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. In support of these ideals, the Fraternity utilizes a comprehensive approach to risk management education.

The director of leadership and innovation will oversee a dynamic portfolio of programs and curricula for Pi Kappa Phi, ensuring high-quality, relevant and engaging experiences across in-person, virtual and asynchronous learning modalities. This role will drive training initiatives that support our fraternity's mission and will champion the integration of men's mental health and wellness (or brotherhood and belonging) across all member and staff programs. The director of leadership and innovation will build, manage and scale learning experiences under key initiatives (such as the Founders' Path) and administer scholarship and leadership recognition societies for undergraduate members (or the Associate Member Education Program).

The director of leadership and innovation is directly supervised by the chief marketing officer and has substantial responsibility for collaboration and communication within other areas of the greater Fraternity operations.

### REQUIRED QUALIFICATIONS

- Bachelor's degree required, master's degree in education, instructional design or related field preferred (or equivalent experience)
- 1-4 years of experience in instructional design, program or project management, learning and development, or related fields. Experience managing an LMS is highly desirable
- Strong working knowledge of adult learning models (e.g., ADDIE), learning taxonomies (e.g., Bloom's) and e-learning best practices
- Experience designing or managing curriculum/training for multiple modalities (in-person, virtual, asynchronous)
- Familiarity with fraternity life, Greek-letter organizations or at least a strong understanding of collegiate student development and leadership contexts.

- Demonstrated commitment to (or experience in) men’s mental health programs, wellness initiatives, brotherhood and belonging or inclusive learning environments
- Excellent facilitation, project management, communication (written and verbal) and organizational skills
- Ability to manage multiple priorities and stakeholder relationships effectively
- Proficiency with learning technologies and platforms (LMS administration, authoring tools, webinar tools, etc.), and comfort with data-driven decision-making and reporting.
- Ability to work collaboratively across teams, take initiative, adapt to change and uphold high-quality standards

## **PREFERRED QUALIFICATIONS**

- Certification in instructional design, training delivery or a related professional credential (e.g., CPTM, CPLP)
- Experience with student-facing leadership development programs in a higher education or nonprofit setting
- Experience managing recognition or scholarship programs, including applications, selection processes and award logistics

## **BENEFITS**

The director of leadership and innovation 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; paid time off and holiday leave; and professional development funds.

## **RESPONSIBILITIES**

### **Program and curriculum management**

- Manage the end-to-end life cycle of a portfolio of programs and curricula year-to-year: conduct needs assessments, gather facilitator feedback, analyze trends, update and refresh content and ensure alignment with strategic goals.
- Ensure excellence in delivery across modalities: in-person workshops, virtual synchronous sessions and asynchronous self-paced modules.
- Manage project timelines, budgets (where applicable), vendor relationships and logistics tied to program delivery.
- Attend fraternity events (in-person and virtual) to support program delivery.

### **Instructional design and learning excellence**

- Leverage instructional design best practices (ADDIE model, Bloom’s taxonomy) to ensure effective learning outcomes.
- Lead the implementation of training initiatives for fraternity staff and members, including onboarding, chapter leadership development, online modules and special events.

- Develop new programming under the umbrella of the Founders' Path (or equivalent leadership pathway): conceptualize, design, pilot and scale initiatives that promote exceptional leadership, personal growth and fraternity values.

### **Integrated wellness**

- Embed men's mental health and wellness into all aspects of the fraternity experience: staff training, member programs, brotherhood activities, sub-rituals, peer-to-peer education, and leadership training.

### **Integrated brotherhood and belonging**

- Infuse brotherhood and belonging principles into all programming: ensure inclusive and equitable content; facilitate workshops on belonging, bias awareness and cultural competency; and design programs that reflect diverse member needs.
- Develop staff training, brotherhood activities, resources, etc., as needed.

### **Recognition and member development**

- Manage and oversee scholarship and leadership recognition societies (or associate member education): maintain criteria, application processes, communication, awards ceremonies, and continuous improvement.

### **Associate member education**

- Manage the content and delivery of the Associate Member Education Program: track trends, engagement with the program, etc. and make annual adjustments to ensure continuous improvement.

### **Collaboration and stakeholder engagement**

- Collaborate cross-functionally with fraternity staff, chapter volunteers, external vendors and subject-matter experts to deliver high-quality learning experiences.

### **Evaluation and continuous improvement**

- Measure and evaluate program effectiveness: track completion rates, satisfaction, behavioral impact and leadership outcomes.
- Maintain and manage the learning management system (LMS): oversee content, user experience, data integrity and analytics.
- Collect and analyze data to inform strategic decisions and report on impact.
- Stay current on adult learning theory, instructional design trends, and national best practices in mental health, DEIB, and fraternity leadership education.

### **General and organizational support**

- Perform other duties as assigned by senior leadership to support the mission of Pi Kappa Phi and its commitment to exceptional member and staff development.

**How to Apply**

If you are interested in the position, please submit a cover letter (including salary requirements) and resume to Maureen Walker, chief marketing officer, via email ([mwalker@pikapp.org](mailto:mwalker@pikapp.org)). Review will begin immediately. Position open until filled.