

Resident Leadership Development Consultant

Job Title: Resident Leadership Development Consultant

Salary Type: Exempt

Reports to: Assistant Director of Chapter Services

Effective: July 2024

PRINCIPAL OBJECTIVE:

The Resident Leadership Development Consultant (RLDC) is a recently graduated Pi Beta Phi member who has given outstanding service to their own chapter and campus. The primary role is to provide assistance to a new chapter or a chapter needing additional support. The consultant will reside on or near campus as assigned.

CORE RESPONSIBILITIES:

- Provides focused assistance in all areas of chapter and campus life for one chapter as a resident
- May support virtual or in-person chapter operations
- Provides individual guidance and mentoring to chapter leadership
- Supports and promotes Pi Beta Phi Fraternity policies, procedures, and initiatives
- Partners with Headquarters staff, Fraternity Officers, local alumnae, AAC, college Panhellenic and campus officials to assure the chapter is on track and supported
- Leads support initiatives to promote long-term sustainability of new chapters
- Responsible for partnering with key stakeholders to build a chapter's brand
- Utilizes sales and marketing skills to lead establishing recruitment process and recruit members, if applicable
- Manages, facilitates and presents New Member Education Program, if applicable
- May make scheduled chapter visits to provide assistance in all areas of chapter and campus life
- Provides input to Regional Teams to assess needs at the chapter level
- Provides timely, accurate and professional communication to all parties whether in person, by phone or electronically
- Attends all Fraternity required events such as training, workshops and convention as required
- Coordinates individual travel arrangements for chapter visits and Fraternity sponsored events as needed
- Submits timely written reports of visits, online time logs, expense reports, etc.
- Other duties as assigned

HEADQUARTERS STAFF COMMITMENTS

All members of the Headquarters staff are expected to:

- Offer premier customer service.
- Commit to collaborative relationships with volunteers.
- Care for each other.
- Build affinity and Pi Phi Pride with every action and interaction.

QUALIFICATIONS OF A SUCCESSFUL CANDIDATE:

Bachelor's degree. Extensive Fraternity knowledge and perspective gained by experience at the chapter Executive Council level or campus level Panhellenic board experience or campus leadership.

ADDITIONAL INFORMATION:

Extensive travel required. Valid driver's license and passport required. Access to insured personal vehicle for work related purposes.

The compensation for this position is \$684/week.

Pi Beta Phi's Mission, Vision, Core Values and statements on philanthropic service and our Commitment to Diversity, Equity and Inclusion can be found at pibetaphi.org/about.