

Leadership Development Consultant

Job Title: Leadership Development Consultant

Salary Type: Exempt

Reports to: Assistant Director of Chapter Services

Effective: July 2024

PRINCIPAL OBJECTIVE:

The Leadership Development Consultant (LDC) is a recently graduated Pi Beta Phi member who has given outstanding service to their own chapter and campus. The primary role of an LDC is to provide support to collegiate chapters for routine, recruitment, risk management or officer training.

CORE RESPONSIBILITIES:

- Makes scheduled chapter visits virtually or in-person to provide assistance in all areas of chapter and campus life
- Provides individual guidance and mentoring to chapter leadership
- Supports and promotes Pi Beta Phi Fraternity policies, procedures, and initiatives
- Facilitates workshops in a variety of disciplines
- Engages in new chapter establishment recruitment efforts as needed
- 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
- Partners with Headquarters staff, Fraternity Officers, local alumnae, AAC, college Panhellenic and campus officials
- 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. Private office space with WiFi connection required for virtual meetings. Valid driver's license and passport required.

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.