

## **Resident Leadership Development Consultant**

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**Job Title:** Resident Leadership Development Consultant

**Salary Type:** Exempt

**Reports to:** Assistant Director of Chapter Services

**Effective:** July 2025

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### **PRINCIPAL OBJECTIVE:**

The Resident Leadership Development Consultant (RLDC) provides assistance and mentorship 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
- Provides input to Regional Teams to assess needs at the chapter level
- May make scheduled chapter visits in all areas of chapter and campus life
- Provides timely, accurate and professional communication to all parties whether in person, by phone or electronically
- Coordinates individual travel arrangements for chapter visits and Fraternity sponsored events as needed
- Submits timely chapter updates, written reports of visits, online time logs, expense reports, etc.
- Completes 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.
- Building 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 \$844/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](http://pibetaphi.org/about).**