

Leadership Development Consultant

Job Title: Leadership Development Consultant

Salary Type: Non-Exempt

Reports to: Assistant Director of Fraternity Growth

Effective: July 2022

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
- Represents the Fraternity in a positive and professional manner in all interactions with university officials, Fraternity volunteers and members at large
- Provides timely, accurate and professional communication to all parties whether in person, by phone or electronically
- Serves as a liaison between chapters, Headquarters and university officials
- Works in coordination with Headquarters, Regional Teams, Directors, Grand Council members and other volunteer officers
- 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

CORE COMPETENCIES:

Servant Leader Role Model: sets the standard for and consistently demonstrates the behaviors of servant leadership; always adheres to Pi Phi values

Ethical Decision Making: willing to make tough/unpopular decisions based on what is right, acts in the best interest of the Fraternity

Credibility: adheres to and advocates Pi Beta Phi values, policies and guidelines; is accountable and expects accountability from others, trusts others and is trusted; maintains confidentiality

Effective Communication: possesses strong oral and written communication skills

Collaborative Style: builds and maintains positive relationships based on trust and mutual respect

Develops Others: coaches and develops others; understands, values and leverages individual diversity

Conflict Management: finds common ground and gets cooperation with minimum noise; reads situations quickly and is good at focused listening

Member Focus: is dedicated to meeting the expectations and needs of members; ensures first-hand information is obtained and used to improve programs and services

Problem Solving: solves difficult and complex problems with effective solutions; is excellent at honest analysis

Technical Skills: high level of proficiency with use of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), database software, and the internet.

SELECTION CRITERIA (Knowledge, Skills and Abilities):

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 may be required. Private office space with WiFi connection required for virtual meetings. Valid driver's license and passport required.