



PHI GAMMA DELTA INTERNATIONAL HEADQUARTERS

JOB DESCRIPTION

Job Title: Director of Graduate Engagement

Employment Type: Full-Time

Location: Lexington, Kentucky.

Classification: Exempt

Compensation: Starting salary is commensurate with qualifications and experience.

Benefits Offered: Full benefits are offered, including Medical, Dental, 401K, Life and Disability

Position Summary: Phi Gamma Delta is seeking a full-time Director of Graduate Engagement to oversee the Fraternity's graduate engagement, relations and recognition efforts, administer its annual Graduate Dues program and provide assistance to its graduate volunteer training efforts.

Management: This position reports to Director of Graduate Involvement. This position has no direct supervisory responsibility.

Qualifications & Requirements:

- Bachelor's degree required with a minimum of one year of relevant professional work experience
- Membership in Phi Gamma Delta preferred; fraternity/sorority membership and basic knowledge of Greek life required
- Experience with alumni relations and/or fundraising preferred
- Must be a self-starter; highly organized and detail-oriented
- Computer literacy and proficiency with Microsoft Office software suite. Ability to learn the Fraternity's database software (Raiser's Edge)
- Ability to travel as needed to perform job duties
- Ability to work a flexible schedule for events scheduled on evenings and weekends
- Comfortable interacting in a positive, professional manner with diverse team members at levels of the organization including Board Members, staff, donors and volunteers; must be team oriented and collaborative

Key Areas of Responsibility:

Graduate Engagement

Lead the Fraternity's graduate engagement efforts to help graduates remain connected to the Fraternity including:

- Graduate Chapters – develop and support geographically-based graduate chapters with a goal of having 100 active graduate chapters by 2030.
- Young Graduates – develop and execute a plan to engage young graduates (those within 10 years of graduation) by demonstrating value in continued Fraternity involvement.
- Graduate Reunions – promote chapter-based reunions and support graduate brothers who are planning graduate reunions.
- Career Resources - coordinate career resources for graduate brothers and graduating seniors.

Graduate Dues Program

Oversee the Fraternity's annual Graduate Dues program, coordinate administrative support with the CFO and provide annual analysis on impact.

Graduate Relations

Oversee the Fraternity's graduate relations efforts, including:

- Supporting and providing resources to undergraduate chapter efforts
- Providing assistance, resources and guidance to chapters in conducting Pig dinners to maximize graduate attendance and to optimize the experience of graduate brothers.
- Planning and oversight of the Fraternity's Graduate Communications Services Program (*primary responsibility lies with the Director of Communications and Coordinator of Communications*).

Graduate Recognition

Oversee all graduate recognition efforts including administration of the Distinguished Fiji Award, Distinguished Fiji Service Award, Certificates of Appreciation, Silver/Gold/Diamond Owl awards and awards to recognize graduate volunteers.

Graduate Volunteer Training

Provide support to the Director of Graduate Involvement and the Fraternity's graduate volunteer training efforts for Section Chiefs, Purple Legionnaire, Boards of Chapter Advisors and House Corporations incorporating online learning (LMS / certification), in-person training, written materials and communications.

Travel: Occasional evening/weekend work is required with this position; moderate travel is anticipated.

To Apply: Send resume and cover letter to Rob Caudill at rcaudill@phigam.org by March 31, 2019.