



# PHI GAMMA DELTA INTERNATIONAL HEADQUARTERS

## JOB DESCRIPTION

**Job Title:** Director of Graduate Engagement

**Classification:** Exempt

**Supervisory Relationships:** This position reports to the Senior Director of Graduate Engagement

**Position Summary:** The Director of Graduate Engagement oversees the Fraternity's graduate (alumni) engagement efforts, which includes graduate chapter support, relations between undergraduate chapters and graduates, recent graduate brother outreach and graduate reunion planning. Additionally, this role is responsible for the Fraternity's graduate awards program and assists with recruiting, supporting and developing resources for advisors.

### **Qualifications:**

- Bachelor's degree required
- Minimum of two years of professional work experience required
- Membership in Phi Gamma Delta or another fraternity/sorority strongly preferred; basic knowledge of Greek life required
- Alumni and/or volunteer engagement experience strongly preferred
- Must possess excellent written, verbal and interpersonal skills
- Must be a self-starter, highly organized and detail-oriented
- Ability to manage multiple projects simultaneously
- Capacity to learn the Fraternity's database software (Raiser's Edge)

### **Key Responsibilities:**

*The core responsibilities for this position are outlined below and may change from time to time in accordance with Phi Gamma Delta's needs. Additional duties may be assigned as needed.*

#### **Graduate Engagement:**

- Lead efforts to engage and communicate with recent graduates, including annual senior celebration.
- Serve as the primary point of contact for Pig Dinners and other reunion events.
- Implement resources for undergraduate chapters to build their graduate relations efforts.
- Develop career resources as needed.

#### **Graduate Chapter Support:**

- Serve as the primary point of contact for graduate chapter leaders.
- Lead graduate chapter support efforts, including identifying new startup opportunities.
- Implement resources to assist graduate chapters to grow and sustain membership.

#### **Advisor/Volunteer Support and Recruitment:**

- Serve as a point of contact for Purple Legionnaires (undergraduate chapter advisors) and Boards of Chapter Advisors (BCA).
- Identify opportunities to best develop and engage BCAs.
- Help volunteers recruit undergraduate chapter advisors where vacancies exist.
- Develop routine administrative communications for advisors.

- Help create advisor resources and educational training materials.
- Assist with the development of volunteer performance metrics and evaluation process.

**Graduate Recognition:**

- Oversee the annual awards processes for graduate chapters and individual graduate awards.
- Assist with other graduate recognition efforts.

**Miscellaneous:**

- Help recruit, train and support advisors for expansion projects.
- Oversee the development and implementation of mentorship programs.
- Serve as point of contact for various committees that may be created by the Archons (Board of Directors) and/or Executive Director.
- Assist with the promotion and production of the Fraternity's podcast – On the Banks.

**Travel**

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

**How to Apply**

Submit a resume and cover letter to Senior Director of Graduate Engagement [Dionysis Protopapadakis](#).