



PHI GAMMA DELTA INTERNATIONAL HEADQUARTERS

JOB DESCRIPTION

Job Title: Senior Director of Chapter Support

Classification: Exempt

Supervisory Relationships: This position reports to the Senior Director of Undergraduate Services. This position supervises the Director of Chapter Services, Director of Chapter Development and Chapter Services Assistants.

Position Summary: The Senior Director of Chapter Support manages all activities related to the support, resources and services provided to undergraduate chapters and colonies, including leading the chapter support team.

Qualifications:

- Bachelor's degree required; at least four years of professional work experience required
- Master's degree in higher education/student affairs preferred
- Membership in Phi Gamma Delta or another fraternity/sorority strongly preferred; basic knowledge of Greek life required
- Experience supervising others
- Must possess excellent written, verbal and interpersonal skills
- Must be a self-starter; highly organized and detail-oriented
- Ability to manage multiple projects simultaneously
- Capability 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.

Chapter Development & Support:

- Assess, define, and implement strategies to support the development of chapters and colonies in collaboration with team members.
- Create and manage enhancement plans for underperforming chapters in collaboration with team members, graduate volunteers and Fraternity/Sorority campus-based partners.
- Lead the Fraternity in the creation of a growth system in relation to membership recruitment.
- Utilize chapter operations and membership experience data to create best practices for chapter support.
- Monitor completion of chapter sanctions after adjudication by the Board of Conduct.
- Support and monitor compliance of chapters on Graduate Trusteeship.
- Conduct chapter visits when appropriate.
- Assist with investigations into alleged risk management and/or Fraternity law concerns.

Advisor Support / Training / Resources:

- Provide support to chapter advisors (Purple Legionnaires and Board of Chapter Advisors) in collaboration with the Director of Graduate Engagement and chapter support team.
- Assist in the development and maintenance of all resources and training materials in collaboration with the other staff members.
- Create advisor-focused content for online learning (LMS) in collaboration with other staff members.

The Summit:

- Plan and coordinate The Summit, the Fraternity's in-person training opportunity for Recruitment Chairmen and New Member Educators in collaboration with the Director of Expansion and Director of Education.
- Manage the budget and logistics of the event.
- Assess the event to determine impact of attendance.

Alcohol-Free Housing:

- Coordinate enforcement and education of the Fraternity's alcohol-free housing policy.
- Manage the Fraternity's alcohol-free housing exemption process.

Miscellaneous:

- Assist the Director of Education with the development of the Fraternity's 4-year membership development program.
- Assist the undergraduate services team in encouraging completion of the Fraternity's membership experience survey.

Travel

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

To Apply: For priority consideration, please submit your cover letter and resume to Todd Rotgers at trotgers@phigam.org by **March 15, 2020**.