



POSITION TITLE: Associate Director of Member Development

BASIC FUNCTION:

Phi Kappa Psi is seeking a talented professional who is passionate about creating constructive learning experiences to become the Associate Director of Member Development. The Associate Director will work with the Member Development team to address relevant student needs and build best-in-class educational opportunities. Alongside the team, the Associate Director will enhance the development of critical Member Development initiatives that amplify student learning objectives, enhance the development of leadership competencies, and focus on improving the overall wellness of Phi Kappa Psi undergraduate members.

SALARY RANGE: Negotiable, depending on experience level, with a highly competitive benefits package

SPECIFIC RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Manage the fraternity's ELEVATE health & wellness program, including:
 - Coordinate the GreekLifeEdu program for all new members
 - Manage requests for in-person programs (Alcohol Skills Training Program and Behind Happy Faces), connecting volunteer presenters to chapters
 - Brainstorm and deploy all health & wellness awareness campaigns, including Movember, Suicide Prevention Week, Mental Health Month, and other critical initiatives
 - Provide support to Health & Wellness Chairs in chapters, including creating and disseminating educational resources, creating and managing ELEVATE The Conversation programming (health & wellness workshops available for chapters)
 - Other responsibilities such as maintaining the Healthy Habits blog, creating health & wellness newsletters, and planning Wellness Wednesday efforts on social media
- Handle event planning logistics for all major Member Development programs and initiatives (Professional Development Conference, Regional Officer Training, Grand Arch Council, Woodrow Wilson Leadership School). Duties include:
 - Secure appropriate spaces at affordable costs, create registrations, work with host sites on all logistics, identify food and beverage needs, and identify communication strategies for registrants
- Manage the Fraternity's programming and support for academics.
 - Work alongside the National Scholarship Committee to build out strategy and resources

- Consult with chapters who require assistance in academic efforts
- Attend all in-person Member Development educational programs as required
- Provide support and feedback to other Member Development Team members and projects as needed
- Attend other fraternity events and programs as requested

INTERNAL RELATIONSHIPS:

The Associate Director of Member Development will report to the Senior Director of Member Development and will be part of the Member Development Team. The Associate Director may also regularly work with the Communications team, Chapter Operations team, and the Phi Kappa Psi Foundation.

KEY QUALIFICATIONS:

- Bachelor's degree from an accredited institution of higher learning. Master's degree preferred. Education and experience should be related to position responsibilities.
- Experience in event planning, budget management and leadership programming
- Experience in facilitating educational workshops, teaching and/or training
- Strong communication skills – both oral and written – and a confident presence with a variety of audiences, including undergraduates, alumni, and volunteers
- Ability to work independently and collaboratively as needed to produce quality deliverables in a timely fashion
- Ability to prioritize and manage multiple projects at once in a fast-paced, environment
- Experience working with the CliftonStrengths (StrengthsQuest) model, leadership competencies, assessment development, and the grant submission process is preferred, but not required
- A member in good standing with Phi Kappa Psi or another Greek organization is preferred, but not required
- Must be willing to relocate to Indianapolis and work from Phi Kappa Psi Fraternity Headquarters