



POSITION TITLE: Director of Expansion

DEPARTMENT: Chapter Operations

REPORTS TO: Senior Director of Chapter Operations

BASIC FUNCTION: The Director of Expansion will serve as the lead staff member on Phi Kappa Psi's initiatives regarding campus identification for future expansion, expansion operations and procedures, establishment of interest groups and colonies, oversight of chartering objective fulfillment, and post-chartering support for long-term sustainability. Additionally, the position will support broader initiatives and programs of the Fraternity as necessary.

JOB RESPONSIBILITIES:

- Develop strategies that support the VISION set forth by the Executive Council of Phi Kappa Psi.
- Establish procedures, protocols and practices for identifying campuses for prospective expansion opportunities.
- Vet expansion inquiries received by the Phi Kappa Psi Fraternity– utilizing a range of data sources to inform planned expansion decisions.
- Serve as the primary staff liaison in exploring and determining future campuses for expansion based on organizational fit, student demographics, alumni/member support, campus support and fraternity community health.
- Establish clear colonization and chartering objectives, which guide Phi Kappa Psi Fraternity's decision in recognizing interest groups and colonies and help to establish the accompanying timeline for a colony to charter as a chapter of Phi Kappa Psi.
- Supervise and lead consultants who will execute expansion of interest groups/colonies.
- Successfully charter currently established colonies and provide operational and growth support to recently chartered chapters to ensure long-term viability and success.
- Foster relationships with campus professionals and industry colleagues to ensure the future growth of the organization.
- Work collaboratively with the Alumni Engagement team to recruit alumni support to build a five person alumni advisory team for each colony.
- Work with the Director of Chapter Services & Standards to plan effective cross-training program for Expansion Consultants and Chapter Services Consultants.
- Support and assist other staff members in the provision of quality services and resources to alumni and undergraduates.

INTERNAL RELATIONS: As part of the Chapter Operations Team, the Director of Expansion will be responsible for the establishment of new chapter opportunities across the country. The Director of Expansion will coordinate with the Director of Chapter Services & Standards to hire, manage and review the Expansion Consultants who will be responsible for executing all expansion projects on college campuses.

EXTERNAL RELATIONS: This position will have regular contact with colony members, alumni advisors, house corporation board members, Executive Council of the Phi Kappa Psi Fraternity, Campus faculty and staff members.

QUALIFICATIONS:

- The position requires outstanding interpersonal skills, time management abilities, and project management skills with pragmatic results orientation.
- A bachelor's degree from an accredited institution of higher learning is required.
- Three to five years of professional work experience.
- Willingness and ability to travel frequently and for extended periods of time, including many night and weekend commitments and some holidays.

- Membership within Phi Kappa Psi Fraternity preferred, but not required.
- Understanding of trends/issues in higher education and the needs associated with working with college students, administrators, and faculty.
- Self-motivated and able to work without supervision during colony development visits and other work trips.
- Team-oriented philosophy with the ability to handle multiple projects at once.
- Proficiency with Microsoft Office (Excel, Word, PowerPoint, etc.).
- Proven success in outside sales functions with a demonstrated ability to lead a team in a highly collaborative environment.
- Professional, outgoing, with a guest-service orientation.
- Understanding of non-profit organizations and/or working with volunteers.
- Past involvement in Fraternity or Sorority Expansion/Extension opportunities a plus.