



PHI KAPPA PSI JOB DESCRIPTION

Position Title

Colony Development Manager

Department

Chapter Operations

Direct Report

Senior Director of Chapter Operations

Position Intent

Phi Kappa Psi staff are the models for an ideal member for our organization and are consistently personify and demonstrate the values of the Fraternity. Staff members foster strong relationships with all stakeholders invested in our chapters and colonies, train all necessary constituents on operations, and promote and educate all parties on the Fraternity's initiatives.

Minimum Qualifications

- Member of Phi Kappa Psi in good standing
- Clear understanding of Phi Kappa Psi's Mission, Vision, and Ritual
- Degree from an accredited four-year college or university
- Demonstrated leadership experience within the Fraternity, other student organizations, or professional experiences outside of college
- Professional conduct and appearance

Qualities of a Phi Kappa Psi Employee

- **Courteous and Cultured:** empathetic and aware of the feelings of others around him; inclusive and tolerant; strives to be a positive change agent for his community
- **Moderate in Manners and Morals:** professional/appropriate behavior and appearance; leverages personal strengths
- **Demonstrates Intellectual Excellence:** self-motivated, innovative, and hard working
- **Generous, Compassionate, and Loyal:** dedicated to the fulfillment of the mission and values of Phi Kappa Psi; lives the Creed and Ritual of the Fraternity

Position Responsibilities

- Serve as the Fraternity's de facto client manager for an assigned colony.
 - Create and foster open communication and between all stakeholders in the colony you are assigned (chapter, volunteers, university, staff, etc.)
 - Serve as the primary point of contact between the Fraternity Headquarters and
 - all undergraduate members
 - House Corporation Chapter Advisory volunteers
 - University Fraternity/Sorority Life Staff
 - Be versed in all basic operation functions of the National Fraternity, the Phi Kappa Psi Foundation, and the Canonsburg Corporation



- Facilitate in-depth training and programming sessions with chapters, working with officers, members, volunteers, and university to address key issues
- Serve as a resource for your assigned colony regarding operational best practices, policies, and traditions of the fraternity and be able to educate stakeholders on how to improve.
- Actively participate in the National Fraternity's initiatives and programs
 - Participate in all National Programming
 - Serve as an active participant in all-staff office training and planning sessions when relevant
- Utilize online reporting and data collections for chapter information collection
 - Weekly reports will be sent to supervisor for feedback, action items, and general information regarding the colony

Position Expectations

- Eugene, Oregon is the current colony location where the Colony Development Manger will be stationed and working during the academic year. During the summer, the Colony Development Manager will work in Indianapolis, Indiana.
- This a full-time, one year contract position with an opportunity to continue employment pending performance, future colony development opportunities, and available roles within Phi Kappa Psi.

Benefits

- Health Insurance
- Vision Insurance
- 401(k)
- Flexible Time Off
- Housing in Eugene