Position Type: Employee Agreement   
FLSA Status: Exempt   
Reports To: Director of Chapter Services   
Supervisory Responsibilities: None

**Job Summary**

Leadership Consultants are traveling ambassadors for Delta Tau Delta, working directly with chapters and colonies across the country to strengthen operations, grow membership, and enhance the undergraduate experience. Through chapter visits, expansion projects, and national programs, they advance the Fraternity’s mission and values while fostering strong relationships with members, volunteers, and campus partners.

**Essential Duties & Responsibilities**

Chapter & Colony Support

* Serve as the primary point of contact for chapters in an assigned regional huddle, maintaining regular communication with chapter officers, members, alumni volunteers, and regional officers.
* Provide leadership training and coaching in operations, finance, recruitment, retention, programming, and risk management during and after on-site visits.
* Monitor chapter fiscal health by reviewing weekly aging reports and guiding corrective actions.
* Coach chapter leadership through officer transitions and the integration of the Fraternity’s Ritual into operations.
* Support chapters in achieving recruitment goals, increasing retention rates, reducing harm, and meeting accreditation standards.
* Guide chapters through the Fraternity Awards and Accreditation Report (FAAR) process to ensure timely submissions, compliance, and eligibility for recognition.
* Promote chapter completion and utilization of the Membership Impact Study (MIS) to guide informed decisions that enhance the membership experience.
* Assist colonies in developing charter petitions and preparing for long-term leadership growth and sustainability.

Expansion & Growth

* Lead on-site expansion projects, including organization, preparation, officer appointments, and leadership training in a values-focused environment.
* Present to student groups and campus organizations to generate leads for new colonies.
* Attract prospective members through in-person outreach, networking, and cold calling.
* Facilitate officer training, leadership development, and volunteer meetings for new colonies.
* Promote Delta Tau Delta through social media, campus connections, and community engagement.

Reporting & Communication

* Submit detailed written reports to chapters, volunteers, and the Central Office within 48 hours of each visit.
* Maintain at least weekly phone or virtual contact with Central Office staff and directors.
* Submit monthly expense reports and mileage logs in accordance with Central Office travel policy.
* Provide regular updates on the status of chapters and colonies to the Director of Chapter Services.
* Recruit and promote qualified candidates for the Chapter Consultant Program.

National Events & Organizational Support

* Assist in executing national programs and leadership experiences (e.g., PresX, COMPASS, Emerge, Karnea).
* Represent the Fraternity at development conferences, conventions, and other events.
* Support the understanding and application of the Life of Excellence (LOE) member development framework during chapter visits and Fraternity programs.
* Promote chapter engagement with the Fraternity’s national philanthropy partner, Breakthrough T1D.
* Collaborate with staff, volunteers, and external partners to advance organizational initiatives.
* Perform other duties and projects as assigned.

**Competencies**

The Leadership Consultant role requires a blend of business sense, interpersonal skills, and personal attributes, including:

Business Skills

* Accountability
* Action Orientation
* Resourcefulness
* Prioritization & Time Management
* Directing Work

Interpersonal Skills

* Collaboration
* Communication
* Relationship Building
* Motivating Others
* Giving & Receiving Feedback

Personal Attributes

* Adaptability
* Resilience
* Grit
* Authenticity
* Confidence & Presence

**Other Responsibilities**

* Travel extensively (approximately 85% of the year, nine months) throughout the contiguous United States by car or plane.
* Flexibility to work evenings and weekends as required by chapter visits and events.
* Serve as a representative and ambassador of Delta Tau Delta in all professional interactions.

**Required Qualifications**

* Bachelor’s degree.
* Knowledge of fraternity/sorority life and chapter operations.
* Membership in Delta Tau Delta preferred.
* Completion of an 8–10 week training period at the Delta Tau Delta Central Office in Fishers, IN.
* Valid driver’s license.
* Proven ability to prioritize and manage multiple tasks effectively.
* Strong written and verbal communication skills.
* Demonstrated resilience in overcoming challenges and adjusting strategies as needed.
* Ability to build and maintain strong networks of support.

**Physical Demands**

While performing job responsibilities, the employee is required to talk, hear, see, sit for extended periods, stand, bend, walk, use hands and fingers to handle and feel, and lift up to 40 lbs. Vision requirements include both close and distance vision.

**Compensation**

The salary range for this position is $38,000–$41,000 annually. Exact compensation may vary based on the candidate’s geographic location and will comply with applicable state and local laws, including minimum exempt salary thresholds.

Benefits & Development: Leadership Consultants gain extensive professional development, national networking opportunities, and the chance to make a lasting impact on the Fraternity’s members and future.

**Acknowledgment**

This job description summarizes the typical functions of the role but is not exhaustive. Leadership Consultants may be assigned other duties as needed. The position is not a contract for employment, and either the employee or employer may terminate employment at any time, for any reason. Management reserves the right to revise this description at any time.