

JOB DESCRIPTION

Title: Director of Education

Reports to: Senior Director of Chapter Development

Work schedule: Full time, 40+ hours per week

Education required: Bachelor's Degree Required

Experience required: 3-5 years work experience

Start Date: Flexible

Summary of duties and responsibilities

The Director of Education is responsible for working under the direction of the Senior Director of Chapter Development to oversee the Fraternity's educational programs, events and related curriculum.

Essential functions and responsibilities

- Provide leadership to the Fraternity's collegiate education program (*The Resolute Man*) and pledge education program (*The Resolute Journey*)
- Oversee completion and execution of chapter participation in Tightrope educational programming
- Oversee execution and updates for the Fraternity's regional and international leadership events, including but not limited to: Annual Marshals Summit, Theta Chi Initiative Academy, and the biennial School of Fraternity Practices
- Develop, implement, and maintain other educational initiatives that may be undertaken by the Fraternity
- Work with any relevant third-parties to maintain relevance and brand equity for any event curriculum
- Recruit and train volunteer faculty for educational opportunities
- Support other headquarters functions as determined by the Chief Executive Officer or designee

Qualifications

A bachelor's degree is required. The successful candidate will be a self-motivated professional, a team player, and must possess a desire to advance the mission of the Fraternity. Candidates must demonstrate: excellent interpersonal skills; ability to work well with collegiate members, alumnus volunteers, and colleagues; ability to adapt to continuously evolving learning styles of college students, strong written and verbal communication skills; strong facilitation skills; ability to manage multiple projects in a fast-paced and demanding environment; and possess problem-solving abilities. Candidates must be proficient in Microsoft Office and be able to learn the

organization's database system. This is a director-level position sometimes requiring irregular work hours for the completion of projects and meetings. Regular business travel will be required. Relocation to the Indianapolis metro area is required.