



DELTA TAU DELTA

Delta Tau Delta Fraternity Job Description

Job Title: Leadership Consultant

Position: 45-week employee agreement

Exempt/Non-Exempt (OT Eligible): Exempt

Supervisory responsibilities: None

Reports to: The Director of Chapter Services

Job Summary:

Leadership Consultants serve and an ambassador from the Central Office and provide support to chapters and colonies across the country. Leadership consultants will have a portfolio of chapters that they will provide support in areas of operations, finance, recruitment, programming, and risk management. They will support the Fraternity's efforts to grow its membership through expansion projects and development of colonies. In addition, will assist with the execution of national conferences, leadership experiences and its member education program.

Essential Duties:

Strategic Work:

- Operate with the framework of being expansion minded, growth-minded and retention-minded
- Is committed to building the undergraduate experience

Functional Responsibilities and Deliverables:

- Have ownership of the chapters in a designated regional huddle by maintaining constant communication with the officers and members of the chapters, the alumni volunteers, and division officers
- Monitor chapter's financial condition by evaluating the weekly aging report.
- Coach chapter leadership on its officer transition process.
- Support the chapters on incorporating the Fraternity's *Ritual* into its chapter operations.
- Assist chapters in achieving their recruitment goals and increasing retention rates for initiation.
- Assist chapters with meeting accreditation standards.
- Execute on-site visits to chapters and colonies to provide operational, financial, recruitment, and programming coaching for undergraduate members and volunteers.
- Serve at the on-site project lead for the Fraternity's expansion projects, as necessary.
- Support and execute the Fraternity's expansion program.
- Oversee the organization and preparation for expansion projects.
- Assist chapters and colonies with the retention of members.
- Assist colonies with the development of the charter petition.



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- Provide regular updates on the status of chapters and colonies to the Director of Chapter Services.
- Interface with campus partners and building rapport with campus stakeholders.
- Present to student groups to build lead generation for new colonies.
- Promote the Fraternity through social media, in-person connections, current campus students and campus organizations.
- Cold call perspective members.
- Meet with individual colony officers and complete officer training.
- Act as lead consultant for one expansion project each year, as necessary.
- Facilitate meetings with volunteers and perspective members.
- Appoint seven to 10 initial new colony officers.
- Submit written reports on activities and evaluations to the chapter, volunteers, and the Central Office within 72 hours after the conclusion of each visit.
- Maintain at least weekly phone call contact with the Central Office staff and directors.
- Submit expense reports for timely reimbursement with appropriate receipts within 72 hours after the conclusion of each visit.
- Promote and recruit qualified candidates for the Chapter Consultant Program.

Competencies:

The following competencies have been identified as important behaviors the person in this position will need to possess and develop. The initial onboarding process, ongoing personal development and performance benchmarks for this position will focus on these job competencies:

Business	Team	Personal development
<ul style="list-style-type: none"> • Accountability • Action oriented • Adaptability • Collaboration • Communication • Manage change • Resourcefulness 	<ul style="list-style-type: none"> • Directs work • Establishes priorities • Feedback • Motivates others • Relationship building 	<ul style="list-style-type: none"> • Authenticity • Confidence • Grit • Presence • Resilience

Other Responsibilities:

- Travel will focus on the managed portfolio of ten to fifteen chapters or colonies and one to two expansion projects varying lengths of time.
- Attend Division Conferences.
- Attend the Karnea convention on even years.
- Act a representation of the organization and an ambassador of Delta Tau Delta
- Work with various departments and external audiences in communicating and achieving organization initiatives.
- Assist with other duties and projects as assigned.



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Required Qualifications (Education, experience, knowledge, skills, overtime, licenses, etc.):

- Have a bachelor's degree as well as knowledge of fraternity and sorority life and chapter operations.
- Attend a six to eight-week training period in Fishers, Ind. at the Delta Tau Delta Central Office.
- Travel approximately 85 percent of the time (approximately nine months) through the contiguous United States via car or plane. Standard work includes nights and weekends.
- Have a valid driver's license.
- Able to organize tasks and to-do items according to priority.
- Experience with writing and delivering professional messages that are thorough and concise.
- Demonstrated ability to bounce back when challenges arise or when strategies don't go according to plan.
- Proven ability to build networks of people who support your vision and work.

Physical Demands (Needed to perform job duties and responsibilities):

While performing job responsibilities, employee is required to talk, hear, see, sit for extended periods, stand, bend, walk, use hands and fingers to handle and feel, and lift at least 40 lbs. Vision abilities required by this job include close and distance vision.

Acknowledgment:

This job description is a summary of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job activities, duties and responsibilities. You may be asked by supervisors or managers to perform other instructions and duties. You will be evaluated in part based upon your performance of the duties and responsibilities listed in this job description. Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

Employee Signature

Date

Supervisor Signature

Date