



Director of Chapter Management

POSITION SUMMARY

The Director of Chapter Management coordinates all aspects of the chapter management team that oversee each facet of the Sigma Pi Fraternity experience. This individual will lead and supervise the Chapter Management Associates, and is responsible for the overall strength, management, health, continuing development, and operations of Sigma Pi chapters and colonies. This individual should identify chapter needs and deficiencies, and coordinate solutions with the chapter management team and other Executive Office staff members. The Director of Chapter Management reports to the Assistant Executive Director.

PRIMARY RESPONSIBILITIES

- Develop and implement strategies and solutions to improve the overall operations of all chapters of Sigma Pi
- Assess individual chapter needs by working collaboratively with chapter leaders, volunteers, and campus stakeholders
- Recruit, hire, and train a team of Chapter Management Associates
- Provides leadership and supervision of the day-to-day travel and activities of the Chapter Management Associates, and set performance expectations for the chapter management team
- Provides guidance and assistance to chapters, volunteers, members, and campuses regarding chapter operations issues and peak performance
- Leads the creation, review, and delivery of chapter management programming and resources
- Conducts chapter and colony visits as needed
- Conducts chapter membership reviews as needed when specific members of the chapters are not aligned with Sigma Pi core values and ideals, or prove to be a detriment to the chapter or Fraternity
- Provide support to the Executive Director and Assistant Executive Director as needed
- Perform other duties as assigned

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree required, masters degree preferred
- 5+ years work experience, management experience strongly preferred
- Fraternity/sorority membership required, Sigma Pi membership preferred
- Demonstrated success creating and delivering trainings and programs
- Previous experience leading and training diverse staff teams
- Experience working with volunteer teams/non-profit organizations preferred
- Collaborative spirit and entrepreneurial approach to work and leadership



- Capability to work independently while maintaining excellent time and project management abilities
- Able to travel and work on a flexible schedule, including some evening and weekend conference calls, chapter visits, conferences, etc.

BENEFITS

The salary range for the Director of Chapter Management is \$45,000 - \$55,000 annually. Employees will receive a salary commensurate with skills and experience. Sigma Pi Fraternity offers a competitive benefits package that includes: health insurance coverage; 401(k) plan availability; flexible paid vacation/personal time; alumni contacts and networking; professional development; and additional employee perks.

APPLICATION INSTRUCTIONS

To apply, send a cover letter and resume to SigmaPi@PhiredUp.com with attention to Woody Woodcock. Direct any questions to SigmaPi@PhiredUp.com.