



DELTA CHI HEADQUARTERS

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www.deltachi.org

Leadership Consultant

Position: Leadership Consultant

Department: Field Operations

Reports to: Director of Fraternity Services

Status: Full-time Position

Location: 80% Remote/20% IHQ-Based (option to work full-time from IHQ with travel required)

Travel: Frequent

Starting Date: June 2021

Position Summary

Leadership Consultants are responsible for supporting the day-to-day operations of Delta Chi chapters across North America and executing expansion recruitment and education processes when the Fraternity expands to new campuses.

Position Responsibilities:

- Administer assessment methods and techniques to establish operational benchmarks for a portfolio of chapters
- Utilize data to assemble individualized coaching plans for each individual chapter
- Schedule zoom consultations with chapter leaders, members, and alumni to engage in coaching conversations and educational programming
- Set long and short-term goals with chapter officers, members, and alumni to advance chapter operational excellence
- Develop and implement educational workshops and programs to support chapter culture/operations and member personal/professional skills development
- Cultivate relationships and maintain open lines of communication with chapter stakeholders to support the member experience
- Collect and report data related to chapter membership and civic responsibility efforts
- Facilitate conversations surrounding networking, lifelong civic engagement, and community awareness
- Recruit and train volunteer alumni to serve on advisory boards and support collegiate members
- Conduct recruitment support visits as needed to assist chapters with membership recruitment best practices

- Assist members in making connections between their day-to-day leadership experiences and personal and professional skills they will utilize in the workforce
- Lead the recruitment of founding members for Delta Chi expansion projects
- Lead the founding member education process to assist expansion projects in understanding operational best practices, International Fraternity expectations and policy, and chartering standards
- Assist in regional and international programs and academies of the International Fraternity and facilitate curriculum as needed
- Assist in the creation and revision of Fraternity programs and resources
- Other duties as assigned

Minimum Qualifications

- Member of the Delta Chi Fraternity
- Bachelor's degree from an accredited college/university
- Knowledge of Delta Chi chapter operations, policies, and procedures
- Demonstrated leadership within the Fraternity and/or student organizations

Desired Skills:

- Excellent written and verbal communication skills
- Strong attention to deadlines and detail; project and time management skills
- Excellent customer service skills in working with a variety of students, alumni, and external stakeholders
- Ability to work both independently and in a highly collaborative team environment

To Apply:

All application materials must be submitted here. The application requires a cover letter and resume, which should be addressed to Jake Tomlin, Director of Fraternity Services, as well as three references. Compensation and benefits will be explained throughout the interview process.

Leadership Consultants will be required to live in Indianapolis, IN over the summer to engage in training and academic year preparation. At this time, housing will be provided by the Fraternity.