

**The Position**

Leadership Consultants are employees of the Fraternity. They serve as a link to the Fraternity as a whole and provide advice, support and resources to chapters and advisers. Leadership Consultants will support the Fraternity's extension and establishment efforts and may be based on a campus to work with one of the newest chapters. They will also make in-person and/or virtual visits to chapters across the United States and Canada to provide guidance about leadership development, Membership Recruitment, organization, management, and more. There are times the role may be asked to fulfill a combination of travel and based support.

**Core Responsibilities**

- Review and analyze chapter data to evaluate and assess areas of strength and opportunity for the chapter and provide best practices and tips to address areas of opportunities or changes that should be made.
- Provide guidance and coaching to chapter leadership on best practices in areas of membership growth and retention, chapter management and organization, leadership development, and more.
- With input from chapter membership, Fraternity volunteers, and/or Kappa Headquarters staff, strategize and develop plans to address areas of opportunity related to chapter operations, management, member recruitment and retention, officer training, etc.
- Facilitate and deliver chapter and/or chapter leadership presentations on relevant topics.
- Support and promote Kappa Kapa Gamma Fraternity policies, procedures and values.
- Work with Kappa Headquarters, district teams, local alumnae, Panhellenics, and campus officials to assure the chapter is on track and supported.
- Advise chapters on Recruitment and retention of members, including marketing, conversation skills, and member education and development.
- Provide timely, accurate and professional communication to all parties.
- Submit timely written chapter visit reports, expense reports, etc.
- Attend all Fraternity-required events such as training, workshops and Convention as required.
- Perform other duties as assigned.

Leadership Consultants are expected to maintain a commitment to:

- The highest personal standards.
- A professional image in person and online.
- The best interests of the Fraternity.
- The Kappa Kappa Gamma Fraternity *Bylaws, Standing Rules and Policies*.
- All Fraternity resources.
- Attend Training School, follow-up meetings, year-end meetings, webinars, conference calls, and other meetings or conferences as requested.

**Schedule**

July:	Predicted start of remote orientation and training
Sept. 7–Nov. 21:	Chapter visits and establishment work
Nov. 22–28:	Vacation
Nov. 29–Dec. 24:	Chapter visits and paperwork
Dec. 25–Jan. 1	Kappa Headquarters closed for the holidays
Jan. 3–7	Scheduled vacation
Jan. 10–April 29:	Chapter visits and establishment work
April 30–May 2:	Wrap-up meeting

**Benefits**

Being a Leadership Consultant is an incredible opportunity to create lifelong bonds of friendship, cultivate a multitude of professional skills, and meet with members of our chapters across the U.S. and Canada.

As employees of Kappa Kappa Gamma, Leadership Consultants are paid biweekly in accordance with our standard payroll procedures.

In addition to salary, Leadership Consultants are provided:

- Travel expenses to and from chapters.
- Room and board by the chapters.
- Cellphone reimbursement of \$30 per month.
- A laptop.
- Fifteen days of paid time off (PTO), which are available after 90 days of full-time employment. Five days will be scheduled for Jan. 3–7, 2021.
- Health, dental and vision insurance. Kappa Kappa Gamma currently covers up to 80% of the employee's health insurance premium and 100% of life, short-term and long-term disability insurance. Health benefits are effective on the first day of the Leadership Consultant's full-time employment.
- Ability to apply for a graduate scholarship from the Kappa Kappa Gamma Foundation.

Please note: Benefits may change in accordance with federal and state regulations.

Leadership Consultants build a multitude of professional skills that enable them to be successful and marketable in a variety of fields. This position provides unique opportunities and experience in personal accountability, verbal and written communication, conversational skills, presentation and facilitation skills, and time management.