

PURPOSE

The Leadership Consultant and Collegiate Membership Manager is a member of the chapter services team. This position provides daily support and oversight to the Leadership Consultant program, including the hiring, training and development, and supervision of the Leadership Consultant team. Additionally, they are responsible for tracking and analyzing chapter recruitment data, maintaining close communication with the membership content team, and keeping up to date on recruitment trends and best practices to provide direct Membership Recruitment support to chapters. They also will help support and manage any extension, establishment, and installation efforts.

RESPONSIBILITIES

- Manage the hiring, training, and supervision of the Leadership Consultant team and provide ongoing support, mentorship, and coaching to individual members.
- Coordinate and maintain the Leadership Consultant visit schedule and review visit reports to identify trends and future training or visit needs.
- Partner with content area volunteers and Kappa Headquarters staff to provide ongoing training and guidance to the Leadership Consultant team to ensure chapter health, promote successes, and address challenges or areas of concern.
- Collaborate with Chapter Services Coordinators and district teams in support of resident consultants working with newly established chapters.
- Manage, maintain and evaluate the Leadership Consultant program budget.
- Assist with extension and establishment efforts, including logistical support, training for Leadership Consultants, and coordinating Leadership Consultant travel assignments.
- Regularly collect, track, and analyze chapter and recruitment statistics to assist teams with identifying trends and areas of additional assistance.
- Collaborate with content experts to create and implement recruitment resource materials, training, and strategies to increase understanding from chapters and volunteers of recruitment policies, processes, and best practices.
- Collaborate with content experts to develop and implement strategies to address member retention, chapters with declining membership numbers, and chapters needing extra recruitment support.
- Make chapter visits as necessary to support recruitment efforts, including support with Primary Recruitment, recruitment workshops, branding and chapter identity workshops, and development.
- Oversee the maintenance and use of the OmegaRecruit software. Assist chapters and the membership content team with addressing challenges.
- Respond to questions about legacies and Membership Recruitment as needed.
- Maintain knowledge of Fraternity governing documents, collegiate trends, and best practices in the areas of Membership Recruitment, consultant training, and higher education and college student development.

POSITION REQUIREMENTS

- A bachelor's degree is required. A degree in strategic communications, marketing, and/or college student development is preferred.
- Experience with managing others.
- The ability to maintain positive working relationships and establish a positive working environment.
- Strong creative, critical thinking, and analytical skills.
- Energetic demeanor with the ability to handle confidential information.
- Exceptional written and verbal communication skills and presentation and facilitation skills.
- Ability to set priorities, take initiative, and manage multiple projects in a fast-paced environment.
- Professional demeanor and ability to interface with university administrators, Fraternity volunteers and alumnae, and chapter members.
- Willingness to travel 30%–40% and attend weekend or evening meetings on behalf of Kappa Kappa Gamma.
- Kappa Kappa Gamma membership is required and Leadership Consultant experience is strongly preferred.