

# **Delta Tau Delta Fraternity**

## **Job Description**

<b>Position Title:</b> Director of Leadership Education	<b>Position Type:</b> Full Time
<b>Department:</b> Leadership/Programming	<b>Exempt/Non-Exempt (OT Eligible):</b> Exempt
<b>Reports To:</b> Director of Fraternity Programs	

### **Job Summary:**

To develop, implement and assess leadership and educational programs for undergraduate members, alumni and volunteers, aligning with the mission and goals of Delta Tau Delta.

### **Essential Duties and Responsibilities:**

- Develop a strategic vision and goals for the Fraternity leadership programs.
- Oversee The Charge and Ignite leadership programs. Set direction and focus for content, design curriculum and coordinate facilitator selection and training. Prepare, summarize, and analyze program evaluations.
- In cooperation with the Fraternity Communications team, manage the marketing and promotion of the Fraternity's leadership experiences.
- In cooperation with the Director of Membership Education, develop and oversee the educational programming at the Fraternity's biennial convention and annual regional conferences. Set direction and focus for content, design curriculum and coordinate facilitator selection and training. Prepare, summarize, and analyze curriculum evaluations.
- Design and execute assessment process for educational programming.
- Work in collaboration with the Director of Member Education to develop, promote and facilitate the Presidents and Advisors Retreat. Set direction and focus for content, design curriculum and coordinate facilitator selection and training. Prepare, summarize, and analyze program evaluations.
- Evaluate the impact and effectiveness of programs noted and recommend changes as appropriate.
- Coordinate education of field staff and volunteers on implementation of the leadership experiences and other Fraternity education programs.
- Develop and cultivate relationships with Delta Tau Delta constituents.
- Coordinate Delta Tau Delta's support of the Undergraduate Interfraternity Institute.
- Develop and manage leadership education budgets.

### **Nonessential Duties/Responsibilities:**

- Stay well-informed of current leadership programming trends to further the reputation of Delta Tau Delta in the fraternal and nonprofit communities. Provide trend analyses upon request.
- Other projects as assigned.

### **Supervisory Responsibility:**

- None

### **Job Requirements:**

- (Bachelor's degree required. Master's degree in a related field (student affairs, education, higher education, etc.) preferred.

- Minimum of two years of relevant work experience (graduate assistantships considered), preferably in higher education, training, curriculum development, or the fraternity/sorority field.
- Knowledge of student development theory and adult learning theory.
- Strong written and oral communication skills, curriculum/program development experience, critical thinking skills, project management abilities, attention to detail, and facilitation abilities.
- Working knowledge of principles of education and instructional design.
- Ability to multi-task while prioritizing deadlines and deliverables.
- Professional, outgoing, customer-service oriented manner.
- Able to work a flexible schedule including travel.
- Conference and/or event planning preferred.
- Prior association or fraternity experience preferred.
- Proficiency in Microsoft Excel, Word, Outlook

**Physical Effort:**

While performing the responsibilities of the Director of Fraternity Programs, employee is required to talk and hear. The employee is often required to sit and use hands and fingers to handle or feel. Vision abilities required by this job include close vision. Ability to lift 25 lbs.

**Location:** This position is based at the Delta Tau Delta Central Office in Fishers, Indiana. Remote employment will be considered per the Fraternity Remote Program Policy.