

Delta Tau Delta Fraternity

Job Description

Position Title: Director of Risk Prevention and Education	Position Type: Full Time
Department: Member Services	Exempt/Non-Exempt (OT Eligible): Exempt
Reports To: Chief Operating Officer	

Job Summary:

The Director of Risk Prevention and Education is responsible for the development and enforcement of Fraternity minimum standards. Principally, the Director of Risk Prevention and Education is responsible for regularly reviewing the Member Responsibility Guidelines (MRG) and completing timely investigations when allegations of violations have occurred. The Director of Risk Prevention and Education works collaboratively with the Committee on Chapters to ensure uniform enforcement of the MRG and when violations are confirmed, to create and implement meaningful educational sanctions. The Director of Risk Prevention and Education is also the staff coordinator for the Fraternity Awards and Accreditation Report (FAAR) and the Fraternity accreditation program.

Essential Duties and Responsibilities:

- Develop the Fraternity Awards and Accreditation Report (FAAR) and provide assistance to chapters seeking to meet minimum standards of accreditation.
- Evaluate the FAAR and the accreditation requirements to ensure they reflect excellence within the organization no less than annually.
- Manage the annual review of chapter FAAR submissions.
- Annually review the Member Responsibility Guidelines and ensure they remain consistent with industry standards and insurance requirements.
- Oversee timely and thorough investigations into all risk management allegations and provide reports to the Executive Vice President and COO when required.
- Determine Fraternity response to risk management violations with the Committee on Chapters including educational and reformative sanctioning.
- Working with the programming department, develop topical areas of risk management education to be delivered to Fraternity constituents, including risk management presentations locally and at Fraternity events.
- Manage the strategic implementation of the Delts Talking About Alcohol (DTAA) program.
- Be the primary staff contact for additional insured requests.
- Recruit, develop training for, and oversee volunteers on Alumni Supervisory Committees.

Nonessential Duties/Responsibilities:

- Collaborate with the Director of Volunteer Services to ensure volunteer education of risk management principles.
- Assist the Brand Communications Manager with disseminating risk management information through varied media outlets.
- Collaborate with the manager of conferences to ensure risk management education delivery at Fraternity conferences including Division Conferences and Karnea.
- Assist with completion of the chapter services, “pool of work.”
- Perform such other duties as may be assigned from time to time.

Direct Reports:

- None

Job Requirements: (Education, experience, knowledge, skills, overtime, travel, licenses, etc.)

- Bachelor's degree required
- Master's degree preferred
- Experience in student conduct preferred
- Served at least one year as a Chapter Consultant or the equivalent
- Demonstrated ability to work with undergraduates and alumni volunteers
- Strengths should include ability to manage multiple tasks simultaneously, excellent facilitation and presentation skills, excellent oral and written communication skills
- Proven record of self-motivation, accountability and organization
- Must have demonstrated exceptional judgment and personal integrity
- Represent the Fraternity's Mission and Values by through words and actions
- Travel: 30% -- Long distance travel via car and airplane required
- Willingness to work long and irregular hours

Physical Effort: (Needed to perform job duties and responsibilities)

- Capable of using a personal computer or other similar device
- While performing the responsibilities as Director of Risk Prevention and Education, employee is required to talk, hear, see, sit, stand, walk, use hands and fingers to handle and feel, and lift up to 40 lbs.

Acknowledgment:

This job description is a summary of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job activities, duties and responsibilities. You may be asked by supervisors or managers to perform other instructions and duties. You will be evaluated in part based upon your performance of the duties and responsibilities listed in this job description. Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

Employee Signature

Date

Supervisor Signature

Date