*[NOTE: An employee performing the duties described below would likely qualify as exempt from the minimum wage and overtime provisions of the FLSA if (s)he is paid the requisite threshold weekly salary (currently $455 a week to be raised to ~$970 a week).]*

[Provide a short summary of your organization, its mission, etc.]

**Position description**

**Title:** Director of Leadership and Expansion

**Supervisor/reports to:** Executive Director

**Unit/department:** [Insert if appropriate]

**Exempt Position**

**Purpose:** The Director of Leadership and Expansion is responsible for administering and overseeing chapter activities, as well as creating, developing and implementing programming to educate and develop leadership within existing chapters. In addition, the position is responsible for developing programming and services to facilitate the creation of new chapters and the reactivation of dormant chapters. The Director of Leadership and Expansion is also responsible for supervising Leadership and/or Expansion Consultants and coordinating and overseeing on-site evaluations.

**Duties and responsibilities**

* Responsible for administering and overseeing chapter activities, including the new member process, chapter operations, chapter finances, chapter programming, housing, university relations and policy violation allegations
* Responsible for providing leadership training, recruitment training and assistance, and educational programming to existing chapters across the country
* Responsible for overseeing the organization’s expansion efforts, including conducting expansion visits with newly-formed groups, meeting and cultivating relationships with university officials and intrafraternity councils to garner expansion invitations
* Responsible for recruiting, training, supervising and development of Leadership and/or Expansion Consultants, as well as coordinating and overseeing on-site evaluations of current and prospective chapters
* Responsible for collecting comprehensive information, analyzing data and providing feedback regarding the health and stability of chapters, intrafraternal campus organizations, and university environments
* Responsible for identifying, recruiting and training chapter advisory board members and regional governors
* Responsible for creating, developing, and implementing of all regional and national leadership conferences

\*\*\*All of the above duties and responsibilities are essential job functions for which reasonable accommodation will be made, unless an accommodation would impose an undue hardship on the organization. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation provided such reasonable accommodation would not impose an undue hardship on the organization.

**Minimum Knowledge, Skills and Abilities Required**

* Member in good standing of [organization]
* Bachelor’s degree required
* Knowledge and understanding of Greek organizations
* Excellent oral and written communication skills
* Excellent interpersonal skills
* Able to make independent decisions
* Previous management experience preferred
* Previous experience as Leadership and/or Expansion Consultant preferred

**Working conditions**

This position requires occasional evening and weekend work, and regular overnight travel (~60% of time spent traveling).

**Physical requirements**

This position requires regular travel and work on-site at fraternity houses across the country.

**[Organization name] provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, [Organization name] complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, confirm that I have reviewed and understand the above job description.

 Employee Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Signature Date