



# PHI SIGMA KAPPA

## HEADQUARTERS STAFF

### STAFF POSITION: DIRECTOR OF ORGANIZATIONAL GROWTH

A key resource to the success of our Fraternity is its International Headquarters staff—a collection of sharp, energetic, team-oriented people whose primary goal is to make Phi Sigma Kappa the best Fraternity it can be. Staff members excel in creating new programming initiatives designed for personal and chapter development.

#### Purpose

Phi Sigma Kappa Fraternity seeks a very special individual to manage enterprise growth and expansion opportunities within our undergraduate chapters and new host campuses. The successful candidate will be a vital part of our leadership team and work hands-on with undergraduates across the nation. This is a job where an individual with a strong track record of growth success in sales and/or recruitment can make a significant impact on the Fraternity for years to come.

#### Key Accountabilities

- 1) Develop strategies that support the vision set forth by the Executive Director and the Grand Council.
- 2) Establish procedures, protocols, processes and practices for identifying campuses for prospective expansion opportunities.
- 3) Serve as the primary staff liaison in exploring and determining future campuses for expansion based on approved strategy.
- 4) Develop strong recruitment culture within campus chapters and establish trusting relationships with active leadership - both at the local chapter and the University levels.

#### Key Expectations

- 1) Establish clear colonization and chartering objectives and determine the accompanying timeline for a colony to charter as a chapter of Phi Sigma Kappa.
- 2) Successfully charter currently established colonies and provide operational and growth support to recently chartered chapters to ensure long-term viability and success.
- 3) Foster relationships with campus professionals and industry colleagues to ensure the future growth of the organization.
- 4) Provide leadership to staff resources to implement the growth program and visit all chapters/colonies/interest groups.
- 5) Supervise and lead staff and volunteers who help execute the expansion of interest groups/colonies.
- 6) Serve as the primary staff liaison for the *Expansion and Growth Committee* on the Grand Council.

#### Key Challenges

- 1) A proven track record of successful sales, recruitment, and growth activity; three to five years of professional experience is required.
- 2) Ability to interact effectively with a wide range of members and constituents.
- 3) Willingness and ability to travel frequently and extended periods of time when needed, including many nights and weekend commitments in addition to some holidays.

- 4) Must have excellent organizational skills, attention to detail, be able to meet deadlines and successfully manage multiple priorities, and be able to follow through
- 5) Fraternity/Sorority membership is required; Phi Sigma Kappa membership is strongly preferred.
- 6) To complete other tasks as assigned by the Executive Director

### Key Competencies

- *Creative and Innovative Thinking* – Develops fresh ideas that provide solutions to all types of workplace challenges;
- *Strategic Vision* - Able to see the picture and think strategically - not just tactically;
- *Accountability and Dependability* – Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight;
- *Researching Information* – Identifies, collects and organizes data for analysis and decision-making;
- *Critical Decision Making* - Takes the information collected and develop strong recommendations, delivers key decisions based on the facts and circumstances determined;
- *Member Focus* – Builds and maintains chapter/colony satisfaction with the programs and services offered by the organization;
- *Results Focus and Initiative* – Focuses on results and desired outcomes, and how best to achieve them; gets the job done;
- *Attention to Detail* – Diligently attends to details and pursues quality in accomplishing tasks;
- *Self-Starter / Self-Management* – Doesn't require step-by-step instructions; manages own time, priorities, and resources to achieve goals;
- *Teamwork* – Promotes cooperation and commitment within a team to achieve goals;
- *Training and Presenting Information* – Formally delivers information to groups;

Phi Sigma Kappa offers a competitive salary in the fraternity industry. Full-time employees are eligible for health/dental/vision insurance and a 401k plan with a 7% company match. Phi Sigma Kappa pays health care premiums for individual team members. Computer hardware/software is provided as required for the position and a small stipend for cell phone—bonus/Incentive structure based on performance.

**Candidates can send cover letter, resume, and three professional references to  
Nick Zuniga, Executive Director at [nick@phisigmakappa.org](mailto:nick@phisigmakappa.org)**