



Delta Gamma

1873

Job Title: **director of education and development**
Department: Education and Development
Reports to: Fraternity Executive Director
FLSA Status: Exempt; Full-time (37.5 hours per week)
Location: Columbus, OH or remote eligible

Application Link: <http://bit.ly/EORecruitment>

Application Deadline: April 25, 2021

Job Summary:

- Manage the Education and Development Department staff and associated programs.
- To build and maintain strong working relationships with the Executive Offices Fraternity and Foundation staff, Council, Fraternity Directors, Regional Teams and the Foundation volunteers.
- To perform assigned duties in conformity with the Constitution and policies of the Delta Gamma Fraternity.

Essential Functions:

- Oversee programming development and curriculum development for the Foundation Funded Fraternity Programs, Delta Gamma Institute, Adviser Training Academy, Regional Training Days, Housing Conference, Convention, and other training program initiatives for collegians and alumnae.
- Oversee preparation and fulfillment of Foundation Gift Grant documents and programming.
- Oversee and develop programming, curriculum, facilitation guides and new programs for collegians, alumnae, volunteers and staff in leadership development, diversity, equity and inclusion, relationship development, mental health, sexual violence, and alcohol and hazing prevention.
- Oversee online training.
- Collaborate on marketing and public relations efforts with the Marketing and Communications team for appropriate collegiate and alumnae programs.
- Oversee the volunteer management program.
- Oversee the Collegiate Development Consultant program: marketing, recruitment, hiring, training, managing and problem-solving.
- Travel as necessary as determined by the Executive Director.
- Additional responsibilities as determined by the Executive Director.

Qualifications:

- Masters degree
- Dues-paying member of Delta Gamma Fraternity preferred.
- Solid working knowledge of Delta Gamma Fraternity and Executive Offices preferred.

- 5 + years experience in leading teams or individuals, including selecting, hiring, orienting, developing, and coaching performance.
- Experience in curriculum development and program design.
- Demonstrated commitment to creating inclusive environments where belonging is valued.
- Demonstrated ability to effectively and diplomatically handle difficult situations with staff, volunteers, members, university officials, and parents.
- Strong analytical skills, oral and written communication skills, sound judgment, and decision-making ability.
- Proactive, self-directed, and able to independently solve problems.
- Customer service-oriented and possess the ability to maintain confidentiality.
- Ability to multitask and work under pressure in a dynamic environment.
- Outstanding organizational skills to prioritize, monitor, track and follow up on numerous activities.
- Ability to travel up to 25%.

04/2021