



Director of Fraternity Services

The Director of Fraternity Services (DFS) is the leader of the Fraternity Services team at Alpha Gamma Delta International Headquarters and has broad responsibility for the Fraternity's chapter service operations, membership growth, and membership development initiatives. The DFS works closely with Fraternity volunteers, campus professionals, and community partners to insure that the Fraternity serves the needs of its members and achieves its Strategic Plan.

Primary Responsibilities:

Chapter Services:

- Support the Strategic Plan and the Purpose of Alpha Gamma Delta.
- Oversee all collegiate and alumnae chapter services.
- Supervise and direct the Chapter Services team of the International Headquarters.
- Supervise and direct the Membership Development team of International Headquarters.
- Oversee the administrative coordination of Fraternity programs including evaluation, recognition, and membership improvement initiatives.
- Work with volunteers and campus professionals to insure member compliance with Fraternity Policies and Procedures.
- Advise staff members on all Risk Management violation investigations; participate as needed.
- Maintain relationships with campus professionals, regional leadership associations, and pertinent professional groups.
- Travel as a representative of the Fraternity for the Association of Fraternity Advisors meeting, chapter visits, The Leadership Conference, Convention, university presentations and other purposes as needed.
- Plan and manage budgets and expenses related to job functions.

Membership Development:

- Evaluate the Fraternity's growth potential and design effective strategies to realize membership goals.
- Oversee the growth plans and new chapter development strategies of the Fraternity.
- Insure the provision of support for alumnae clubs and chapters.
- Oversee the development of educational or leadership development programs for Convention, The Leadership Conference, and all other Fraternity events.

Supervisory Responsibilities: Chapter Services Team and Membership Development Team.

Job-Status: Exempt, Salaried.

Reports to: Executive Director.

Qualifications:

- Membership in Alpha Gamma Delta or ability to accept membership strongly preferred.
- Live in or around Indianapolis or willing to immediately relocate at own expense.
- Bachelor's degree from an accredited institution. Master's Degree preferred.
- Minimum of three years management experience, preferably in the fraternity/sorority field. Leadership Consultant background helpful, but not required.
- Ability to travel, sometimes on short notice.
- Thorough understanding of Microsoft Office Suite and Microsoft Outlook.
- Proven ability to lead diverse teams, build meaningful relationships, and adapt to meet the ever-changing needs of members and volunteers.
- Excellent presentation skills and ability to confidently speak to large groups of college aged students.
- Proven ability to exercise strong professional judgment and discretion.
- Exceptional organizational and communication skills.