

**Leadership Consultant Hiring Campaign 2024-25 Job Description**

*September 2023*

**The Position**

Leadership Consultants are employees of Kappa Kappa Gamma and part of the Chapter Services Department.

Leadership Consultants travel (virtually and in person) to chapters across the U.S. and Canada to provide advice, support, and resources to collegians and advisers, serving as a link to the organization as a whole. When meeting with chapters, they provide guidance on leadership development, Membership Recruitment, organization, management, and more. Leadership Consultants also have the opportunity to support Kappa's extension efforts (establishing new chapters), which means they may be based on a campus to work with one of our newest chapters.

**Core Responsibilities**

- Review and analyze chapter data to evaluate and assess areas of strength and opportunity for the chapter. Provide best practices and tips to address areas of opportunity or suggest strategies to effect change.
- Provide guidance and coaching on best practices for membership growth and retention, chapter management and organization, leadership development, and more.
- Collaborate with chapter membership, Kappa volunteers, and/or Kappa Headquarters staff to strategize and develop plans to address areas of opportunity to optimize chapter operations, management, Member Recruitment and retention, officer training, etc.
- Facilitate and deliver chapter and/or chapter leadership presentations on relevant topics.
- Support and promote Kappa Kappa Gamma's policies, procedures, and values while using available resources and encouraging chapters to use their resources.
- Develop and maintain communication with Kappa Headquarters, the district team, local alumnae, College Panhellenic, and campus officials to ensure the chapter is on track and supported.
- Advise chapters on the recruitment and retention of members, including marketing, conversation skills, and member education and development.
- Provide timely, accurate and professional communication to all parties.
- Submit timely chapter visit reports, expense reports, etc.
- Attend all Fraternity events as required (e.g., training, workshops and Convention).
- Maintain the Kappa Kappa Gamma Leadership Consultant Instagram presence — which includes creating content, sharing a behind-the-scenes look at the role, and more — while meeting Kappa's social media standards.
- Perform other duties as assigned.

Leadership Consultants maintain a commitment to:

- The highest personal standards.
- A professional image in person and online.
- The Kappa Kappa Gamma Fraternity *Bylaws, Standing Rules and Policies*.
- The best interests of the Fraternity.
- All Fraternity resources.
- Attend training, follow-up meetings, year-end meetings, webinars, conference calls, and other meetings or conferences as requested.

**2024–25 Schedule**

June 19:	Tentative start of required remote orientation and training
June 27–June 30:	Convention
July 1–Aug. 23:	Required remote training and chapter visit prep
Aug. 26–Nov. 22:	Chapter visits
Nov. 25–29:	Vacation (paid time off and Kappa Headquarters closed for Thanksgiving Day and the day after)
Dec. 2–Dec. 6:	Chapter visits
Dec. 9–Dec. 20:	Wrap-up visit reports
Dec. 25–Jan. 2	Vacation (Kappa Headquarters closed for the holidays)
Jan. 3–10	Chapter visit prep
Jan. 13–April 25:	Chapter visits
April 28–May 9:	Wrap-up visit reports and year-end meeting

Please note: All dates are subject to change. The complete 2024–25 schedule will be finalized and available at a later date.

**Benefits**

The Leadership Consultant role is a great way to launch your career. It's an incredible opportunity to create lifelong bonds of friendship, cultivate a multitude of professional skills, and connect with Kappas across North America while receiving and providing mentorship.

As employees of Kappa, Leadership Consultants are paid biweekly according to Kappa's standard payroll procedures.

In addition to a salary, Leadership Consultants are provided:

- Travel expenses to and from chapters.
- Room and board by the chapters.
- Cellphone reimbursement of \$30 per month.
- A laptop.

- Ten days of paid time off (PTO), which are available after 90 days of full-time employment. Three days will be scheduled for Nov. 25–27, 2024. Other days will be available at the Leadership Consultant’s discretion.
- Health, dental and vision insurance. Kappa currently covers up to 80% of the employee’s health insurance premium and 100% of life, short-term and long-term disability insurance. Health benefits are effective on the first day of the Leadership Consultant’s full-time employment.
- Opportunity to apply for a graduate scholarship from the Kappa Kappa Gamma Foundation.

Please note: Kappa reserves the right to change or update the benefits at any time. Candidates must be authorized to work in the United States without sponsorship.

Questions?

Contact Beth Filipkowski, Director of Human Resources, at [kappacareers@kappa.org](mailto:kappacareers@kappa.org).