Position Title: Director of Expansion

Team: National Dean of Process, Assistant Director of Expansion

Reports to: Vice President of Standards and Compliance

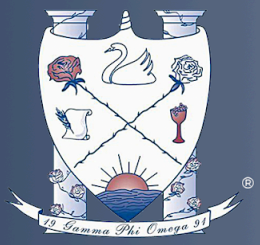
General Summary: The Director of Expansion is in charge of overseeing expansion opportunities at colleges and universities. This includes communicating with FSL/Student Activity staff, and interested women at these colleges or universities, and understanding and navigating the expansion process on these new campuses. The ideal candidate will be successful in recruiting and supporting an expansion committee. The expansion process may include travel to colleges or universities and/or coordination travel for members of the expansion committee.

Principle Duties, Responsibilities, and Other Job-Related Information:

- Coordinate all of the Sorority's undergraduate growth to new institutions
- Maintain all communication between prospective schools and the Sorority
- Thoroughly research each prospective school and the women interested in the expansion process
- Plan and execute all campus informationals regarding expansion
- Approve all interest groups and oversee all activities
- Document internal processes to create and update manuals as necessary
- Coordinate and guide the founding line process teams
- Update and maintain all expansion material
- Select and oversee an Assistant Director of Expansion
- Select and oversee an expansion committee in order to assist with the goals of the Director of Expansion

Position Requirements (Minimum Knowledge, Skills, and Abilities Required):

- At least 3 years post bachelor's degree attainment preferred OR



- Associate Degree or higher with at least two years post-undergrad
- Must have at least 2 years of leadership experience (sorority or professional)
- Outstanding writing, editing, and verbal skills
- Excellent presentation skills
- Ability to work independently with minimal day-to-day supervision but with weekly virtual/ phone/in-person status check-ins

Position Benefits:

- At the conclusion of service, the successful applicant may solicit a Letter of Recommendation or Reference from the Vice President of Standards and Compliance for use in professional career advancement
- Development and refinement of key transferable skills such as critical thinking, time management, and cross-collaborations

Sorority Incentives:

- All NBOD will be required to pay alumnae dues by June 15th and will be entitled to a 100% reimbursement at the close of the fiscal year (May 31) upon meeting the following expectations:
    - Attendance at 75% of NBOD meetings in person or virtual
    - 100% monthly reporting
    - Maintain and return any sorority-issued equipment
    - Agree to the following:
        - NBOD Expectations,
        - Responsibilities and Duties
        - Code of Ethics Contract
        - Non Disclosure Agreement