Position Description
Director of Leadership Programs

Location: Plainfield, Indiana
Reports to: Executive Director

Description:
This part-time (20-25 hours per week) Director-level candidate will oversee Triangle's leadership and educational programs. These programs are wholly or partially funded through grants from the Triangle Education Foundation (TEF) or from our Risk Management Fund or fees. The successful candidate will join the ranks of the National HQ staff and work collaboratively to develop, implement and assess all leadership and educational programs and events. For the right candidate, success may lead to a full-time position with expanded benefits.

Responsibilities:
• Develop/Implement comprehensive educational strategy that fits with the National Council’s strategic vision
• Support, update and execute curriculum for educational programs including, but not limited to:
  o National Convention leadership events (bi-annual, odd-numbered years)
  o The Everyman Program (comprehensive membership development program)
  o Leadership & Training Weekend (annually in January)
  o Herb Scobie Leadership School (bi-annual, even-numbered years)
  o Regional Leadership Conferences (one-day regional events)
  o Online and Print materials to support education on various topics
  o Alumni-focused programming for advisor support and risk management education
• Primary contact for our insurance consortium and its educational programs
• Research and create new programming modules in areas including, but not limited to, academic success/achievement, risk management education and risk reduction
  o Presented at local, regional, national levels
  o Available in two areas: undergraduate and alumni focus
  o Available as online training modules
• Recruit and train facilitators for educational programs
• Manage the fraternity’s assessment initiatives for all educational programs, including short and long term data collection and analysis
• Represent Triangle Fraternity at higher education conferences and trade associations
• Act as Triangle’s ambassador for all audiences, including University administrators and inter-fraternal partners
• Other duties as assigned by the Executive Director

Qualifications:
• Fraternity/sorority affiliation is required
• Proven experience in leadership program planning and facilitation skills
• Minimum of two years of relevant experience in a corporate or higher education setting with preference for an experienced student affairs practitioner
• Experience with grant writing is preferred
• Previous experience with developing and utilizing an assessment program is preferred
• An understanding of higher education and trends with today’s college students is required
• Excellent written and verbal communication skills
• Ability to work well in a small staff environment
• Adhere to and enforce the Fraternity’s Risk Management policies

**Education:**
• Master’s degree in leadership education, higher education administration, student personnel, or related field is expected

**Compensation:**
• Competitive salary within the fraternal community
• Reimbursement/Allowances for travel and home office expenses
• Membership in related trade associations (International Leadership Association, Fraternity Executive’s Association, Association of Fraternity/Sorority Advisors, etc.), as required
• Ability to work remotely, if required
• Relocation package (negotiable)

**Benefits:**
• Generous vacation, sick and comp-time schedule
• Employee earns and maintains all frequent traveler incentives (airline, hotel, etc.)
• Participation in professional development opportunities through inter-fraternal events and programs
• Opportunity to build experience in event promotion and facilitation
• Opportunity to gain significant hands-on experience in business administration, non-profit association administration, and student development

**Start Date:**
• Spring, 2020 (negotiable)

**Application Process:**
• Submit cover letter, resume, and list of three references electronically to tom@triangle.org
• Resumes will be collected until position has been filled

Founded in 1907 at the University of Illinois by sixteen men who were studying civil engineering, Triangle is the only men’s STEM fraternity, requiring that all men who affiliate are studying engineering, architecture and the physical sciences. The Fraternity has initiated nearly 30,000 men and has undergraduate chapters/colonies on 36 campuses.