

ANNOUNCING AN EXCITING CAREER OPPORTUNITY WITH CHI OMEGA FRATERNITY! DIRECTOR OF EXTENSION AND SPECIAL PROJECTS

Chi Omega Fraternity is looking for a Director of Extension and Special Projects. This position will grow the membership of the Fraternity by colonizing new Chi Omega chapters at colleges and universities. In addition, this position will oversee special projects that require director-level management.

The Director of Extension and Special Projects will:

- Work closely with the Governing Council, National Extension Chair and National Extension Team to determine prospective campus locations for new Chi Omega chapters.
- Develop and train the National Extension Team and support those volunteers as they further Chi Omega's extension efforts.
- Actively pursue opportunities for new Chi Omega chapters through appropriate proactive communication with the National Panhellenic Conference and college and university administrators.
- Work closely with the Marketing Department on extension marketing materials, PR campaigns, social media marketing and to advertise and promote all aspects of extension and special projects as requested.
- Manage administrative and support staff on day-to-day projects; manage, train, and support resident National Consultants when they live with a new colony/chapter; manage staff and volunteers during small and large-scale events.
- Plan, implement, staff, and manage the successful colonization and start-up of new Chi Omega chapters. This may require extensive and possibly long-term travel to campuses where colonies reside (up to 2-3 weeks).
- Plan all logistics and travel for team members on institutional visits, campus presentations, marketing and membership recruitment events, ceremonies, and banquets.
- Through close supervision, ensure that new chapters are nurtured and developed to guarantee their short (1-2 years) and long-term success as a Chi Omega chapter.
- Conduct ongoing evaluation of Chi Omega's extension pursuits, presentation, display, and materials. Significant changes will be proposed to the Governing Council for consideration.
- Serve as an on-staff resource for Chi Omega's Ritual and special ceremonies. This includes managing Chi Omega's national Ritual supply program and vendors, updating resources on the Training and Resource Center, and management of the Chapter Supplies/Ritual room at Firesides and Convention. Work closely with the Ritual Education Team on projects as needed and the Supreme Governing Council Model Initiate logistics during Convention years.
- Travel to represent Chi Omega, which may include speaking in front of large and small groups and representing Chi Omega to internal and external audiences.
- Provide customer service to Executive Headquarters staff, national volunteers, members, and other key stakeholders, as necessary.
- Manage special projects from inception through execution. For special projects, this position will work closely with Executive Headquarters staff and volunteers and may oversee the work of other employees. Work will include determining the scope of the project; developing a timeline and project plan; estimating resources needed; communicating the plan to key stakeholders; and implementing the project on time and on budget. Special projects may include:

- Planning large and small meetings in Memphis and in other locations around the United States;
- Overseeing special committees for Chi Omega's national meetings;
- Chi Omega Ritual publication reviews and reprints;
- And other projects as assigned.

This position requires:

- Membership in Chi Omega, as this position deals with national Ritual matters.
- Experience working with a Chi Omega chapter and supporting the operations of a Chi Omega collegiate chapter (National Consultant experience preferred).
- College degree in communications, marketing, public relations, hospitality or event management, social sciences, or a related field.
- Marketing, project management, and event planning experience (preference given to candidates with 3 or more years experience).
- Experience managing small and large projects, including meeting resource budgets (e.g., work hours, dollars) and key deadlines.
- Experience working with or in a volunteer/nonprofit organization.
- Excellent organizational skills and ability to delegate appropriately.
- Excellent written and oral communication skills, including team management and communication, writing presentation scripts and magazine articles, making presentations to a wide array of audiences, some social media and marketing management, and more.
- Excellent interpersonal skills, including an optimistic, flexible, and adaptable attitude.
- Poise and self-confidence in dealing with a variety of people; able to establish instant rapport; professional.
- Ability to work independently and remain motivated and deadline-oriented.
- Ability to travel.
- Excellent computer and marketing skills, including experience with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Prezi, Google Applications (Gmail, Drive, Forms, Docs, etc.), Social Media Management (Facebook, Twitter, Instagram), and knowledge of working with membership.

This position will be located at the Chi Omega Executive Headquarters in Memphis, Tennessee. Relocation benefits are available. This position is exempt; salary will be commensurate with experience and qualifications. Applications will be accepted immediately.

Founded in 1895 at the University of Arkansas, Chi Omega is the largest women's fraternal organization with over 350,000 initiates from over 180 collegiate chapters. Chi Omega is an intergenerational women's organization forever committed to our founding purposes: friendship, personal integrity, service to others, academic excellence and intellectual pursuits, community and campus involvement, and personal and career development. Our web site is www.chiomega.com.

Qualified and interested applicants should send a resume and cover letter, including salary requirements, available start date, work samples, and references to:

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