**Field Executive Job Advertisement**

Chi Phi, founded in 1824 at Princeton University, is the oldest social fraternity in the United States. Chi Phi currently has 51 Chapters and 5 active Colonies, with plans to expand to least 10 more campuses in the upcoming years. The Chi Phi office is a dynamic team environment with opportunities to grow and develop in all areas of fraternity operations.

Field Executives are primarily responsible for providing support and services to Chi Phi Fraternity’s undergraduate Chapters and Colonies. They are an integral component of expansion efforts and contribute to Alumni development. They contribute to the successful administration of the Chi Phi College of Excellence, the Chi Phi Congress, the Regional Leadership Alliances, Alphas Academy, and various Chapter workshops.

As full-time members of the Chi Phi National Office team, these individuals assume significant responsibility for developing the Fraternity on both local and national levels through curriculum development, program presentation, and organizational consulting.

**Qualifications:**

* Possess strong leadership skills
* Exemplify excellent communication skills and decision making abilities
* Hold an undergraduate degree
* Ability to travel extensively (anticipated 65%)
* Work well in a dynamic team environment
* Ability to work out of the National Office located in Suwanee, GA

**Job Responsibilities:**

* Respond to requests for administrative services to undergraduate Chapters and Alumni
* Travel to different Chapters and Colonies across the United States
* Conduct and coordinate comprehensive Chapter visitations with Officers, Alumni, and University administrators
* Evaluate Chapter operations; develop and deliver written consultations during Chapter visitations
* Deliver recruitment-focused assistance and drive quantifiable results for specific Chapters and Colonies
* Promote participation in Chi Phi’s regional and national events
* Contribute to expansion efforts by recruiting members, training Alumni, and facilitating Colony operations
* Provide resources and training to both Undergraduate and Alumni Officers of Chapters and Colonies through workshops, Chapter visitations, telephone conversations, email, and ongoing communication
* Develop the Fraternity’s unique relationships with each of its undergraduate Chapters/Colonies and all of its Alumni clubs/associations
* Facilitate and/or contribute to the successful logistical operation of Chi Phi’s Regional Leadership Alliances, Congress, College of Excellence, and other national programs
* Adhere to and enforce the Chi Phi Fraternity’s Personal Safety Policy

**Compensation and Benefits:**

* Participate in professional development opportunities through inter-fraternal events and programs
* Identify specific areas of Fraternity operations for personal focus and responsibility
* Develop a nation-wide network of Alumni contacts for future career development
* Experience with group consulting and leadership development
* Offers a significant opportunity to travel the country
* Opportunity to develop and hone consulting, managerial, and communications skills
* Gain hands on experience in business administration, not-for-profit management, and student development

The Fraternity pays all premiums for medical and dental benefits, long and short-term disability, the maximum allowable travel per-diem allowance, and cell phone expenses. The position also offers generous vacation, sick, and comp-time schedule in addition to a competitive salary.

To apply, please send resume, cover letter, and three reference contacts to Michael Davis, Director of Undergraduate Services, at [davis@chiphi.org](mailto:davis@chiphi.org).