



Chi Phi Fraternity

Building Better Men
Founded December 24, 1824

Director of Communications

The Director of Communications is responsible for creating, monitoring, and maintaining digital and personal relations with members and partners of the Chi Phi Fraternity. Under the supervision of the Executive Director, the Director of Communications will hold an important role in coordinating the successful administration of the Chi Phi Mission, Values, and Vision by supporting Chapters, active members, and Alumni through various avenues.

Job Responsibilities:

Communications & Print

- Manage the publication of *The Chakett*, Chi Phi's bi-annual magazine
- Oversee Fraternity communication and publication projects, such as strategic plans, annual reports, events, celebrations, and new programming initiatives and ensure that staff members and other key stakeholders are aware of current communication activities, priorities, and their integration with Fraternity's goals and objectives
- Serve as the administrator of the Chi Phi resource center and messaging systems
- Design creative ways to solicit and share member stories
- Oversee usage of Chi Phi's brand identity and trademarks
- Develop digital marketing and related collateral content for national educational programs, expansion, and other initiatives as directed
- Compile, design, and distribute news releases, marketing collateral, newsletters, and other pieces as requested by the Executive Director

Membership Database and Events

- Management of Chi Phi Fraternity's database
- Assist with the planning and execution of programs such as Regional Leadership Alliances, Alphas and Thetas Academy, and the Chi Phi Congress, as well as the Accreditation and Awards Programs
- Assist as needed with Chi Phi Clubs, Alumni Associations, Chapter Advisory Boards, and other bodies associated with Alumni members

Additional Duties & Responsibilities

- Serve as the staff liaison to committees and other bodies created for the benefit of the organization, as needed
- Attend Grand Council meetings, FCA, and other programs as needed
- Maintain a positive professional reflection upon the Fraternity
- Maintain and support the Values and Ritual of Chi Phi Fraternity
- Work as a team leader ensuring high quality services are provided to our members
- Adhere to Chi Phi Fraternity's Risk Management Policy
- Complete various tasks assigned

Qualifications:

- A bachelor's degree plus two years' experience in a national fraternity/sorority headquarters, university Greek Life Office, or graduate school experience; an equivalent combination of education and experience will be considered
- Applicant should demonstrate strong project management and organizational skills. Ability to manage multiple overlapping production deadlines in a fast-paced environment
- Excellent communication skills, both written and oral
- Comfortable presenting in front of large groups
- Ability to work successfully in a team environment
- Strong organizational skills, decision making skills, and multi-tasking ability
- Ability to travel as needed (up to 25%)
- Previous experience in fraternity/sorority life is highly preferred
- Knowledge of Microsoft Office software such as Word, Excel, PowerPoint; Adobe Creative Suite products, including InDesign, Photoshop, and Illustrator; email and Web content management systems; CRM practices and databases

This is a full-time position with the Chi Phi Fraternity National Headquarters located in Suwanee, Georgia, with the possibility of remote work. This position offers a significant opportunity to travel the country (up to 25%) and to affect positive change in a vibrant, growing organization which team members truly care about. This position provides opportunity to hone consulting, managerial, and communications skills. The Director of Communications will gain significant hands-on experience in business administration, not-for-profit management, and student development.

The Fraternity provides a generous benefits package which includes medical and dental insurance, long term disability, the maximum allowable travel per-diem allowance, and cell phone expenses. The position also offers generous vacation and sick time in addition to salary.

Interested and qualified applicants should submit a resume and cover letter to Chi Phi's Assistant Executive Director, Ryan Lugabihl, at lugabihl@chiphi.org.