

POSITION: Content Director of Academic Excellence (V)

RESPONSIBILITIES: Lead the Fraternity academic excellence content area and guide the work being done by Academic Excellence Specialists. Maintain expert knowledge of academic excellence as it relates to chapters and alumnae.

REPORTS TO: Fraternity Council (V)

DUTIES:

Management **50 percent**

Chair the Academic Excellence Team, which is composed of the Academic Excellence Specialists.
Review statistics and reports submitted by Academic Excellence Specialists.
Periodically research trends and best practices within higher education related to student advising, learning, academic success and retention.
Partner with the Content Directors of Alumnae Relations and Programming to develop initiatives and programs to create a seamless transition of undergraduates to alumna membership (i.e., graduate school applications, senior programming, a speaker series, etc.).
Partner with the Content Directors of Alumnae Relations and Programming to develop initiatives and programs to demonstrate the Fraternity's belief in and support of lifelong learning for alumna members (i.e., lifestyle webinars, museum events, all-member education programs, etc.).
Investigate and distribute Fraternity and local or university resources to improve academic performance and complete expectations during Period of Concern.
Maintain a historical record of academic performance of each district and monitor the progress in addressing any academic declines.
Monitor approvals to grade exceptions for Recruitment, officer transition and continuation of chapter members to standards.
Manage academic excellence budget; provide reports on state of budget to Fraternity Council.

Communication **25 percent**

Motivate and guide each Academic Excellence Specialist toward a better understanding of their role in the academic performance of chapters in their district.
Provide feedback on academic excellence reports and Period of Concern forms submitted for assistance from district specialists.

Collect and review correspondence, suggestions, reports, accomplishments and concerns of alumnae and undergraduates.

Collaborate with District Team on a regular basis, including biannual evaluations of each chapter and biennial evaluations of each alumnae association.

Training and Development

20 percent

Conceptualize and develop a customized academic excellence program for chapters falling below their university's all-sorority-average for more than three terms; monitor progress of implementation by regular communication with the Academic Excellence Specialists.

Collaborate with Content Director of Leadership Development and Director of Education and Training to create curriculum to train chapters about study skills, student development, time management, etc.

Travel

5 percent

Attend necessary meetings to include monthly team meetings, District Leadership Training, joint meeting(s) with Fraternity Council and Convention.

Conduct chapter and alumnae association visits, as requested.

POSITION: Content Director of Advisory Boards (V)

RESPONSIBILITIES: Lead the Fraternity Advisory Board content area and guide the work being done by District Advisory Board Specialists. Maintain expert knowledge of Advisory Boards as it relates to chapters and alumnae. This position is a commitment of 5–8 hours/week.

REPORTS TO: Fraternity Council (V)

DUTIES:

Management

50 percent

Chair the Advisory Board team, composed of the District Advisory Board Specialists; develop relationships with Advisory Board Specialists, Director of Alumna Engagement and Director of Chapter Services; partner with these roles to identify and monitor data, create new initiatives and programs and resolve problems related to this content area.
Encourage communication and cooperation between chapters, Advisory Boards and alumnae associations to support and further the goals of the Fraternity.
Monitor the overall state of advisory boards based on the reports being provided by Advisory Board Specialists.
Partner with the Content Director of Alumna Relations and Director of Talent Management to develop programs for identifying and recruiting potential volunteers for local Kappa positions (Advisory Board, House Board, Alumnae Association officers and chaperones).
Monitor the needs and execution of extension efforts toward the identification and recruitment of adviser and House Board volunteers.
Partner with the Content Director of Alumna Relations, Advisory Board Specialists and the Director of Chapter Services in the development of communication for Advisory Boards.
Complete quarterly reports to Fraternity Council on notable trends and statistics from content area.
Manage the budget of the Content Director of Advisory Boards; provide reports on state of budget to Fraternity Council.

Communication

25 percent

Review, revise and approve all Advisory Board-specific communication.
Coordinate, plan and lead conference calls with Content Specialist at determined time intervals.
Collaborate with District team on a regular basis, including biannual evaluations of each chapter and biennial evaluations of each association.

Training and Development

20 percent

Conceptualize and develop a customized Advisory Board training program for the Advisory Board specialists.

Collaborate with Content Director of Alumnae Relations and Director of Education and Training at Kappa Headquarters to create curriculum to train and transition alumnae serving on Advisory Boards.

Travel

5 percent

Attend necessary meetings to include monthly content area team meetings, District Leadership Training, joint meeting(s) with Council, Associate Council Seminar and Convention.

Conduct chapter and alumnae association visits, as needed.

POSITION: Content Director of Alumna Relations (V)

RESPONSIBILITIES: Lead the Fraternity Alumna Relations content area and guide the work being done by District Alumna Relations Specialists. Maintain expert knowledge of alumna relations as it relates to chapters and alumnae. This position is a commitment of 5-8 hours/week.

REPORTS TO: Fraternity Council (V)

DUTIES:

Management

50 percent

Chair the Alumna Relations Team, composed of the District Alumna Relations Specialists. Develop relationships with Alumna Relations Specialists and Director of Alumna Engagement; partner with these roles to create and monitor data, create new initiatives and programs and resolve problems related to this content area.
Identify innovative strategies for increasing alumnae association membership; partner with additional Content Directors to execute new ideas.
Monitor the overall state of alumnae associations based on the association health continuum being reported by Alumna Relations Specialists (per membership growth/decline, participation levels, finance, etc.).
Partner with the Advisory Board Content Director and Director of Talent Management to develop programs for identifying and recruiting potential volunteers for local Kappa positions (Advisory Board, House Board, alumnae association officers and chaperones).
Monitor the progress of reorganization, merger and inactivation of alumnae associations taking place in each district; partner with the Chapter and Association Committee to assist deteriorating associations.
Monitor alumnae association mentoring programs for new graduates (big sister programs for alumnae associations).
Partner with the Content Director of Programming to ensure participation of alumnae associations in new member and senior programming events.
Monitor the needs and execution of extension efforts toward the identification and recruitment of Advisory and House Board volunteers.
Partner with the alumna engagement team at Fraternity Headquarters to distribute partial grants to alumnae associations for Regional Meeting and Convention attendance.
Provide formal quarterly reports to Fraternity Council on trends, gaps in information and knowledge, solutions to problems, needs for education and collective "continuum status" of chapters and associations in district.
Gather and identify trends related to alumnae association membership occurring in the district and include in quarterly formal reports.
Gather and tabulate the suggestions for Alumnae Achievement Award recipients each biennium; present proposed

names to Fraternity Council for review and selection.
Serve as host for Alumnae Achievement Award recipients during General Convention.
Manage the budget of the Content Director of Alumna Relations; provide reports on state of budget to Fraternity Council.

Communication

25 percent

Review, revise and approve all alumna-specific communication.
Develop and prioritize content for the alumna newsletter, aimed at engaging alumnae association membership; collaborate with the Alumna Engagement Coordinator at Fraternity Headquarters for creation and distribution of newsletter.
Coordinate, plan and lead conference calls with Content Specialists at determined time intervals.
Collaborate with District Team on a regular basis, including biannual evaluations of each chapter and biennial evaluations of each association.

Training & Development

20 percent

Conceptualize and develop a customized alumna relations training program for the Alumna Relations Specialists.
Collaborate with Content Director of Leadership Development and Director of Education and Training at Fraternity Headquarters to create curriculum to train and transition alumnae serving in officer roles for alumnae associations.
Collaborate with Content Director of Advisory Boards and Director of Education and Training at Fraternity Headquarters to create curriculum to train and transition alumnae serving on Advisory Boards.

Travel

5 percent

Attend necessary meetings to include monthly team meetings, District Leadership Training, joint meeting(s) with Council, Associate Council Seminar and Convention.
Conduct chapter and alumnae association visits, as needed.

POSITION: Content Director of Leadership Development (V)

RESPONSIBILITIES: Lead the Fraternity Leadership Development content area and guide the work being done by District Leadership Development Specialists. Maintain expert knowledge of Leadership Development as it relates to chapters and alumnae. This position is a commitment of 5-8 hours/week.

REPORTS TO: Fraternity Council (V)

DUTIES:

Management

60 percent

Chair the Leadership Development Team, which is composed of the District Leadership Development Specialists.
Serve as volunteer point person for the Regional Meetings.
Advise the District Leadership Development Specialists in the facilitation of training/transition programming for Chapter Councils and alumnae association boards. Partner with Content Director of Advisory Boards to train and transition Advisory Boards.
Monitor and evaluate data from Leadership Academy and Regional Meetings. Identify impact of programming on development of Fraternity officers in chapters and alumnae associations. Utilize data to form strategies for leadership development of present and future officers.
Approve all meeting documents and communications.
Completes quarterly reports to Fraternity Council on notable trends and statistics from content area.
Manage Leadership Development budget and provide reports on state of budget to Fraternity Council.

Communication

25 percent

Motivate and guide each District Leadership Development Specialist toward a better understanding of their role in the succession planning for chapters and alumnae association boards in their district.
Collaborate with District Team on a regular basis, including biannual evaluations of each chapter and biennial evaluations of each association.

Training & Development

10 percent

Conceptualize and develop a customized Leadership Development program for District Leadership Development Specialists.
Collaborate with Headquarters Director of Education and Training to create curriculum to train chapter and alumnae association leaders about leadership practices and behavior.

Partner with the Department of Education and Training at Fraternity Headquarters to coordinate leadership development and training events provided by education volunteers.

Travel

5 percent

Attend necessary meetings to include monthly team meetings, District Leadership Training, joint meeting(s) with Council and Convention.

Conduct chapter and alumnae association visits, as requested.

POSITION: Content Director of Membership (V)

RESPONSIBILITIES: Lead the Fraternity membership content area and guide the work being done by Membership Specialists. Maintain expert knowledge of chapter and alumnae membership.

REPORTS TO: Fraternity Council (V)

DUTIES:

Management 20 percent

Oversee the planning and coordination of all recruitment visits; seek and incorporate input from the Membership Team, District Director and the Field Representatives Chairman.

Review membership statistics and reports submitted by Membership Specialists and Fraternity Headquarters.

Grant initiation exceptions in extraordinary cases; direct proxy and special circumstances alumna initiations.

Manage membership budget; provide reports on state of budget to Fraternity Council.

Communication 30 percent

Partner with Fraternity Headquarters in the organization and distribution of communications and articles on topics of membership and Recruitment.

Training and Development 40 percent

Conceptualize and implement a training program for the Membership Team.

Collaborate with the Department of Education and Training to create curriculum to train chapters and alumnae associations on membership-specific topics.

Travel 10 percent

Attend necessary meetings to include monthly team meetings, District Leadership Training, joint meeting(s) with Fraternity Council and Convention.

Conduct chapter and alumnae association visits, as requested.

POSITION: Content Director of Philanthropy (V)

RESPONSIBILITIES: Lead the Fraternity philanthropy content area and guide the work being done by Philanthropy Specialists. Maintain expert knowledge of chapter and alumnae philanthropy.

REPORTS TO: Fraternity Council (V)

DUTIES:

Management **55 percent**

Chair the Philanthropy Team, which is composed of the Philanthropy Specialists.
Champion and serve as liaison to the Fraternity's partnership with our national philanthropy, Reading Is Fundamental (RIF).
Educate, inform and recommend financial support of the Kappa Kappa Gamma Foundation to chapter and alumnae associations.
Review and revise guidelines for alumnae associations and chapters to follow in their fundraising efforts.
Assist the Philanthropy Specialists in supporting alumnae associations and chapters to conceptualize and execute service projects and fundraisers.
Manage philanthropy budget; provide reports on state of budget to Fraternity Council.

GIRLS Academy **20 percent**

Advise the GIRLS Academy committee; attend their meetings and conference calls.
Partner with the Departments of Education and Training, and Marketing and Communications to promote GIRLS Academy.
Assist with the development and presentation of any GIRLS Academy workshops at Convention.
Attend session(s) of GIRLS Academy, if possible.

Communication **15 percent**

Periodically review and communicate notable and innovative philanthropic initiatives.

Training and Development

5 percent

Conceptualize and implement a training program for the Philanthropy Team.

Collaborate with the Department of Education and Training to create curriculum to train chapters and alumnae associations on philanthropy topics.

Travel

5 percent

Attend necessary meetings to include monthly team meetings, District Leadership Training, joint meeting(s) with Fraternity Council and Convention.

Conduct alumnae association and chapter visits, as requested.

POSITION: Content Director of Programming (V)

RESPONSIBILITIES: Lead the Fraternity Programming content area and guide the work being done by District Programming Specialists. Maintain expert knowledge of programming as it relates to chapters and alumnae. This position is a commitment of 5–8 hours/week.

REPORTS TO: Fraternity Council (V)

DUTIES:

Management

70 percent

Chair the Programming Team, which is composed of the District Programming Specialists.
Stay abreast of new educational programming and technology.
Collaborate with Headquarters Director of Education and Training to develop educational programming and content (e.g., educational events, facilitator-led content, online learning, training workshops) as it pertains to chapters, alumna members and alumnae associations; engage Programming Specialists in development and implementation as needed.
Partner with the Director of Education and Training in the identification and development of programming for Regional Meetings.
Provide input into the development of new curriculum, Kappa Learning Institute, Leadership Academy, the All Member Program and Kappa Trainers.
Partner with the Department of Education and Training to develop and implement program ideas for new member and senior programming to support the lifelong education and engagement of members.
Collaborate with Content Director of Alumna Relations to promote and ensure participation of alumnae associations in new member and senior programming events.
Partner with the Director of Education and Training to provide feedback on the Education Project calendar.
Completes quarterly reports to Fraternity Council on notable trends and statistics from content area.
Manage programming budget; provide reports on state of budget to Fraternity Council.

Communication

15 percent

Motivate and guide each District Programming Specialist toward a better understanding of their role in the succession planning for chapters and association boards in their district.
Collaborate with District team on a regular basis, including biannual evaluations of each chapter and biennial evaluations of each association.

Training & Development

10 percent

Conceptualize and develop a customized training program for District Programming Specialists.

Partner with the Department of Education and Training at Fraternity Headquarters to coordinate training events provided by Kappa Trainers.

Travel

5 percent

Attend necessary meetings to include monthly team meetings, District Leadership Training, joint meeting(s) with Council and Convention.

Conduct chapter and alumnae association visits, as requested

POSITION: Content Director of Public Relations (V)

RESPONSIBILITIES: Lead the Fraternity Public Relations content area and guide the work being done by the Fraternity's Public Relations team. Maintain expert knowledge of Public Relations as it relates to chapters and alumnae. This position is a commitment of 5–8 hours/week.

REPORTS TO: Fraternity Council (V)

DUTIES:

Management

60 percent

Chair the Public Relations team, which is composed of <i>The Key</i> Chairman and the Technology Chairman and collaborate with the Headquarters Director of Marketing and Communications and Editor of <i>The Key</i> .
Guide and educate the chapters, associations and chapter advisers in the Fraternity's public relations efforts and communicate with chapter Public Relations Chairmen and alumnae association officers on a regular basis.
Partner with the Director of Business and Operations on trademark and Affinity licensing matters related to questionable content, requests for marketing opportunities and member responses to vendor communications.
Oversee Fraternity branding in partnership with the Director of Marketing and Communications.
Initiate biennial review of Fraternity position statements, guide Fraternity Council discussion of statement updates and collaborate with department of Marketing and Communications to update and replace on website.
Oversee the Fraternity's social media regulations and policies and ensure chapters and associations are adhering to these policies effectively.
Attend annual Editorial Board meeting and provide guidance on major initiatives, issue themes and story subjects.
Provide assistance to the Fraternity President and National Panhellenic Conference Delegate for Government Affairs.
Serve as a member of the Fraternity's crisis communication team.
Respond to all Fraternity public relations matters which address issues of cultural sensitivity.
Approve all print material for Convention.
Complete quarterly reports to Fraternity Council on notable trends and statistics from content area.

Communication

25 percent

Curate updates from Fraternity Council after every in-person meeting. Write and distribute Fraternity Council updates to Official Family with the assistance of the Marketing and Communications Department.
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Collaborate with District team on a regular basis.
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Training and Development

10 percent

Conceptualize and implement a training program for the Public Relations team.

Collaborate with Director of Education and Training at Fraternity Headquarters to create curriculum to train chapter and alumnae association leaders about communication policies and best practices.

Travel

5 percent

Attend necessary meetings to include monthly team meetings, Convention and joint meeting(s) with Council.

Conduct chapter and alumnae association visits, as requested.

POSITION: Content Director of Risk Management (V)

RESPONSIBILITIES: Lead the Fraternity Risk Management Program content area and guide the work being done by Risk Management Specialists. Maintain expert knowledge of risk management policies and processes. This position is a commitment of approximately 10 hours/week.

REPORTS TO: Fraternity Council (V)

DUTIES

Management

40 percent

Chair the Risk Management team, composed of the Risk Management Specialists; Provide oversight to the specialist team and partner with them and the Risk Management Coordinator to monitor data, update Fraternity risk materials and policies, create new initiatives and programs and resolve problems related to this content area.
Partner and communicate with Chapter Event and Risk Management Chairmen, their advisers, and alumnae association officers as questions arise; grant exceptions to Fraternity <i>Policies</i> as issues are appropriately identified.
Write risk management focus letters to chapters in collaboration with District Director and Risk Management Specialist.
Partner with the Content Director for Advisory Boards for comprehensive risk management concerns.
Monitor changes in alcohol policies on campuses with Kappa chapters; partner with chapter officers to understand these policies and conform with them and KKG policies and procedures in planning events.
Collaborate with the National Panhellenic Conference delegation and Panhellenic team as needed.
Consult with Fraternity legal counsel as needed with prior approval from Fraternity Council.
Complete quarterly reports to Fraternity Council on notable trends and statistics from content area.
Manage risk management budget; provide reports on state of budget to Fraternity Council.

Communication

40 percent

Maintain open communication lines with Risk Management Specialists, District Directors and Fraternity Council.
Update <i>Kappa Risk Management Chairman Leadership Guide</i> and all Fraternity risk management resources; update overall risk management policies, guidelines and processes for alumnae associations and chapters; collaborate with Headquarters staff to get documents submitted, approved and made available electronically
Collaborate with MJ Insurance professionals as needed to update the Fraternity Risk Management Program, policies and procedures.
Maintain periodic contact with Greek advisers on campuses where collegiate chapters are located.

Training and Development

10 percent

Provide risk management training for Headquarters risk management staff, Kappa volunteers, chapter officers, Field Representatives and alumnae association officers.

Travel

10 percent

Attend meetings as necessary to include monthly team meetings with Content Specialists, District team meetings, Associate Council Seminar, General Convention and others as requested.

Conduct chapter and alumnae association visits, as needed.

POSITION: Content Director of Ritual/History (V)

RESPONSIBILITIES: Lead the Fraternity ritual/history content area and guide the work being done by Ritual/History Specialists. Maintain expert knowledge of Fraternity ritual and history as it relates to chapters and alumnae.

REPORTS TO: Fraternity Council(V)

DUTIES:

Management **45 percent**

Chair the Ritual/History Team, which is composed of the Ritual/History Specialists.
Protect the integrity of the Fraternity's ritual by interpreting the ritual and the instructions for the presentation of ritual.
Assist chapters and alumnae associations in the knowledge and proper execution of Fraternity ritual.
Collaborate with the History Standing Committee and Fraternity Archivist in achieving goals and strategic priorities.
Manage ritual/history budget; provide reports on state of budget to Fraternity Council.

Communication **35 percent**

Prepare reports as requested by Fraternity Council.
Communicate with Ritual/History Specialists and Fraternity-at-large on topics of Fraternity ritual and history.

Training and Development **10 percent**

Conceptualize and implement a training program for the Ritual/History Team.
Collaborate with the Department of Education and Training to create curriculum to train chapters and alumnae associations on ritual and history topics.
Develop and deliver ritual trainings with Ritual/History Team.

Travel **10 percent**

Attend installation of new chapters.
Attend necessary meetings to include monthly team meetings, District Leadership Training, joint meeting(s) with Fraternity Council and Convention

Conduct chapter and alumnae association visits, as requested

POSITION: Content Director of Standards (V)

RESPONSIBILITIES: Lead the Fraternity standards content area and guide the work being done by Standards Specialists. Maintain expert knowledge of chapter and alumnae standards.

REPORTS TO: Fraternity Council (V)

DUTIES

Management 50 percent

Oversee and provide information, recommendation on loss of membership (i.e., resignation and dismissal), and reinstatement procedures and requests; initiate vote by Fraternity Council.
Partner and communicate with Standards Specialist to identify, remedy and restore general state of chapter and alumnae standards; provide status updates on implemented solutions.
Provide oversight of unaffiliated transfers and active members on Associate Member Status.
Review statistics, reports, loss of membership votes and data submitted by Standards Specialists.
Partner with the Risk Management Specialist and Chapter Services at Headquarters on issues where risk management and standards overlap.
Submit annual and mid-year reports to Council and additional reports as requested by Fraternity President and or Vice President.
Serve as point of contact for Hazing Hotline call info; conduct follow-up communication with applicable Standards Specialist and District Director.
Consult with Fraternity legal counsel as needed with prior approval from Fraternity Council.
Manage standards budget.

Training and Development 40 percent

Update Fraternity <i>Leadership Guides</i> and all standards resources; create overall standards documents for alumnae associations and chapters; collaborate with Headquarters staff and Leadership Consultants to get documents approved and made available electronically.
Collaborate with Director of Talent Management to conceptualize and implement training program for the Standards Specialist team to include Fraternity documents, decision-making and potential standards scenarios.
Collaborate with the Director of Leadership Development and Department of Education and Training to create curriculum to train chapters about Kappa values, values congruence, etc.; outlets for training to include Biennial Convention, Regional Leadership Conferences, Associate Council Seminar, webinar series and other Fraternity meetings as requested.

Travel 10 percent

Attend meetings as necessary to include monthly team meetings, District Leadership Training, joint meeting(s) with Fraternity Council, Council Action visits and Convention.
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Conduct chapter and alumnae association visits, as requested.
