

Director of Expansion Job Description

Position Title: Director of Expansion

Reports To: Executive Director

Location: National Office or remote (with significant travel required)

Position Summary

The Director of Expansion leads Phi Sigma Pi National Honor Fraternity's efforts to grow and strengthen the Fraternity through the creation of new Chapters and the reactivation of inactive Chapters. This role is responsible for identifying potential institutions, cultivating interest, and providing the guidance and resources necessary for successful Chapter establishment and sustainability. The Director of Expansion serves as the primary ambassador of Phi Sigma Pi in new markets, promoting the values of Scholarship, Leadership, and Fellowship to prospective students, institutions, and partners.

Key Responsibilities

- **Chapter Development & Reactivation**
 - Identify and pursue opportunities for establishing new Chapters at colleges and universities nationwide.
 - Lead reactivation efforts for inactive Chapters by developing tailored action plans and building strong local support networks.
 - Build and maintain strong relationships with university administrators, student leaders, and campus partners.
- **Recruitment & Cultivation**
 - Travel frequently to meet with prospective students, faculty, and administrators to generate interest and build momentum for new Chapters.
 - Facilitate recruitment events, interest meetings, and presentations to educate potential members on the benefits of Phi Sigma Pi membership.
 - Support student leaders through the petitioning process, ensuring they meet organizational standards and expectations.
- **Training & Onboarding**
 - Develop and deliver training programs for new Chapter leaders and members to ensure operational readiness and alignment with Phi Sigma Pi's mission.
 - Provide ongoing coaching and support to petitioning Chapters to foster long-term sustainability.
- **Collaboration & Reporting**
 - Collaborate with National Staff and Alumni Volunteers to support expansion and reactivation initiatives.
 - Maintain accurate records of all expansion activities, providing regular reports and updates to leadership.

- Contribute to strategic planning by analyzing trends, outcomes, and opportunities in Chapter growth.

Qualifications

- Bachelor's degree required.
- Prior fraternity/sorority, student affairs, or higher education experience strongly preferred.
- Demonstrated ability to lead recruitment, outreach, or sales initiatives.
- Excellent communication, presentation, and relationship-building skills.
- Highly organized with the ability to manage multiple projects simultaneously.
- Willingness and ability to travel extensively (up to 50% of the time).
- Passion for Phi Sigma Pi's values of Scholarship, Leadership, and Fellowship.

Compensation & Benefits

- Competitive salary commensurate with experience.
- Health, dental, and vision insurance.
- Retirement plan with employer contribution.
- Paid time off and holidays.
- Professional development opportunities.