

Leadership Consultant Position Description

Overview/Purpose

Leadership Consultants have a strong understanding of membership recruitment and general chapter operations within the sorority. They provide targeted support to assigned chapters and officers who need specific attention within a certain area of chapter function. Additionally, they work closely with chapter services volunteers and staff to help bolster chapter success.

General Responsibilities

- Report to the Chapter Services Manager
- Consult with Chapter Advisors, Recruitment Specialists, New Member Specialists, Regional Directors, and other volunteers regarding chapter needs and progression
- Submit written chapter reports and expense reports
- Plan and facilitate time accordingly during scheduled chapter visits
- Represent Sigma Delta Tau to university administrators
- Serve as liaison between the local chapter and National Volunteers/Headquarters
- Serve as an ambassador for the National Organization
- Represent the National Organization at regional and national conferences (when applicable)

Leadership Consultant Focus Areas

Focus Area: Membership Recruitment

- Understand and communicate the importance of membership recruitment to all chapter members
- Support chapter recruitment efforts by serving as the lead project manager during scheduled visits
- Work in tandem with recruitment leadership to advance their goals and improve their strategies Review upcoming recruitment plans with chapter leadership and volunteers to determine opportunities for improvement
- Provide education and training to the general membership on recruitment skills including:
 - Conversation workshops
 - Logistical strategies
 - Membership selection and list submission
- Work with chapter leaders and volunteers to determine
- Informal Recruitment and Continuous Open Bidding plans
- Support chapters on developing and implementing a marketing strategy, including social media management
- Promote communication between recruitment leadership and their Advisor/Specialist
- When applicable: Assist the Extension Team as needed

Focus Area: Chapter Operations & Membership Experience

- Educate members and support execution in all areas of chapter operations including:
 - Administration & Submission (SDT Portal)
 - Standardized Officer Structure
 - Officer Development
 - Slating & Elections
 - Officer Transitions & Training
 - New Member Experience & Ritual
 - Membership Accountability & Conflict Resolution
 - Policy & Risk Reduction

- Provide guidance, training, and mentorship to chapter leadership
- Build and develop relationships through applied communication, empathy, trustworthiness, and collaboration
- Understand SDT's annual chapter assessment and utilize to identify chapters' areas of strength and areas of opportunity
- Understand SDT's Operating Manual and be able to articulate the meaning of each section
- Understand SDT's National Policies and be able to articulate the meaning of each section
- Support chapters in executing directives in their Chapter Support Plans (when applicable)
- Promote sisterhood and morale building as a priority within chapters
- Escalate any chapter incidents that need addressing beyond the scope of Leadership Consultant responsibilities
- Provide guidance for goal setting and reflection with chapter officers and members
- Facilitate workshops or other programming opportunities that provide long-term leadership development for officers and members
- Provide resources and ideas to chapter officers to help further the chapter's goals

Skills

Preferred Skills:

- Relationship building through communication, expressive empathy, trustworthiness & collaboration
- Active listening and negotiation
- Emotional intelligence
- Project management through planning, execution, and oversight
- Organization and time-management
- Flexibility and adaptability
- Effective verbal and written communication
- Detail oriented
- Modeling and credibility
- Goal-oriented
- Creativity

Skills Gained:

- Event planning and execution of large and small-scale events
- Recruitment strategy development and execution
- Program development and facilitation
- Needs analysis
- Critical thinking and problem-solving
- Data management
- Marketing and advertising

Qualifications

Required Qualifications:

- Earned a bachelor's degree
- Member of Sigma Delta Tau in good standing

Preferred Qualifications:

- Served on Sigma Delta Tau's Executive Board
- Previously worked with a Leadership Consultant
- Served as a Project Management lead

