

Job Description

**Position title:** Regional Director of Chapter Services

**Reports to:** Assistant Executive Director of Development and Engagement

**General description:**

The Regional Director of Chapter Services is primarily responsible for cultivating relationships with Pi Kappa Phi undergraduate chapter leadership to positively impact the mission related goals of the Ability Experience.

**Qualifications:**

Individual must have strong written, verbal communication and presentation skills. Must be able to develop a strategic fund-raising plan to reach target goals.

**Education/Experience:**

Bachelor's degree. Experience in fundraising and relationship management or sales preferred. Experience with Ability Experience summer events is preferred but not required.

**Duties and responsibilities:**

* Cultivate relationships with chapters to meet mission related goals in the areas fundraising, volunteerism and awareness.
* Recruit for Build America, Gear Up Florida and Journey of Hope team positions.
* Develop, promote and distribute chapter resources.
* Coordinate travel schedule, chapter presentations and event support.
* Coordinate education sessions at conferences.
* Work with Pi Kappa Phi leadership consultants based on region.
* Responsible for training Pi Kappa Phi chapter services new team members.
* Coordinate chapter communications with a regional focus.
* Assist and facilitate Ability Camps, team event orientation, and arrivals.
* Develop effective disability awareness programming for undergraduate members.
* Assists Assistant Executive Director with support to the Student Experience Committee.
* The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

**How to Apply:**

If you are interested in this position, please submit a cover letter (including salary requirements), resume and references to Chris Shade via email at [cshade@abilityexperience.org](mailto:cshade@abilityexperience.org). Please put “Regional Director” in the subject.