National Director - Professional Development

Are you passionate about leading chapters to achieve their professional development goals and creating a sustainable culture of professional development among our national volunteers?

As the National Professional Development Director, you'll be expected to provide leadership and support to chapter officers as they plan their member events as well as manage various events and initiatives designed to drive professional engagement among your fellow National Officers. While there is no “typical day in the life,” the following are the duties and responsibilities you'll be expected to execute:

- Support chapter-level professional-development efforts
  - Act as the first point of contact and communicate regularly with Professional Development chairs at the chapter level
  - Facilitate the sharing of best practices in terms of event planning and execution among chapter Professional Development chairs

- Coordinate national-level professional-development efforts
  - Work with the Volunteer Director to plan and execute events designed to promote retention among the National Officer team
  - Effectively manage national initiatives aligned with professional development, such as the Ambition in Motion mentorship program, nationally organized career fairs such as at National Convention, etc., in conjunction with applicable stakeholders
  - Propose and develop partnerships for the professional development of Theta Tau brothers in coordination with the Executive Council

- Contribute to virtual and in-person content creation as directed by Central Office and/or Regional Directors
- Attend all Program Director meetings as directed by the National Operations Manager(s)
- Build and manage a committee of volunteer contributors
- Utilize proper National Officer tools as needed
- Provide professional development content to communication efforts (i.e. social media, The Gear, etc.)

PPM and Constitution-specified duties:
- Execute the duties of a National Director described in the PPM, section 1.4.2
- Execute the voting duties described in the Constitution, Article IV section 5

This Position Might be for You if:

You take initiative. When you see a problem, you tackle it without waiting for someone else to point it out or direct you.

You are passionate about creating an engaging and rewarding culture of professional development for our national volunteers.
You enjoy mentoring and coaching, specifically working with chapter officers as they work to create strong cultures of professional development within their chapters.

**Qualifications:**
- Attend the in-person meeting (typically held in late-January to mid-February), National Convention, and are encouraged to attend at least 1 Regional Conference per bi-ennium
- Excellent interpersonal and communication skills
- Can devote around 10 hours per month to this position
- Effectively manage a committee and delegate tasks
- Maintain a productive dialogue with the National Operations Manager(s) so they are familiar with your accomplishments and roadblocks