



THETA XI FRATERNITY

Position Title:	Assistant Director of Membership Development
Reports To:	Assistant Executive Director
Job Location:	Atlanta, GA (remote work is negotiable)
Position Classification:	Full-Time Exempt
Annual Compensation:	\$50,000 - \$55,000, commensurate with experience
Benefits Eligibility:	Full benefits eligible

Position Summary

The Director of Member Development is responsible for designing, implementing, and evaluating comprehensive leadership education and member development initiatives for the fraternity. This role oversees curriculum development and program delivery for undergraduate and alumni members, including leadership academies, officer training, chapter advisor education, and lifelong member development initiatives.

The Director ensures that members receive meaningful leadership education at every stage of their fraternity experience—from undergraduate membership to alumni engagement—while supporting the fraternity’s mission, values, and strategic priorities.

This position collaborates closely with staff, volunteers, alumni leaders, and undergraduate officers to deliver high-impact educational programs through both in-person and virtual learning platforms.

Key Responsibilities

Undergraduate Leadership Education

- Design and implement curriculum for undergraduate leadership academies, institutes, and educational conferences.
- Manage logistics and program delivery for leadership academy experiences including scheduling, facilitator coordination, and program evaluation.
- Develop educational frameworks that promote leadership development, ethical decision-making, and chapter excellence.

Chapter Officer Education

- Design and deliver training curriculum for undergraduate chapter officers.
- Develop officer training programs that may include:
 - In-person officer academies
 - Virtual training modules
 - On-demand learning resources
- Ensure officers are equipped to lead effectively and operate chapters in compliance with national policies and standards.

Chapter Advisor and Volunteer Training

- Design and deliver training for chapter advisors and volunteers.
- Create educational resources that help advisors support undergraduate chapters effectively.
- Provide ongoing training for volunteers in areas such as leadership development, governance, risk management, and chapter coaching.

Alumni Leadership Education

- Develop and implement training programs for:
 - Alumni associations/House corporations
 - Alumni clubs
- Provide governance education and leadership training for alumni leaders serving in volunteer roles.

Lifelong Member Development

- Develop initiatives that support personal and professional development throughout the member lifecycle, including:
 - Career and job opportunity platforms
 - One-to-one mentoring programs connecting alumni and undergraduate members
 - Leadership development resources for alumni
 - Networking and professional development programs
- Partner with alumni volunteers and professional staff to expand opportunities for member engagement.

Program Assessment & Continuous Improvement

- Evaluate the effectiveness of educational programs through surveys, assessments, and learning outcomes.
- Use data and feedback to continuously improve leadership education initiatives.
- Maintain a structured learning framework aligned with the fraternity's strategic priorities.

Collaboration

- Collaborate with other functional areas of the Headquarters, governing boards, and volunteers.
- Support cross-functional initiatives that enhance the overall member experience.

Qualifications

Education

- Bachelor's degree required;
- Master's degree in higher education, leadership, organizational development, or related field preferred.

Experience

- 3–7 years of experience in leadership education, curriculum development, or fraternity/sorority life.
- Experience working with volunteers and young adult leadership development.

- Experience designing educational programs for both in-person and virtual learning environments.

Skills

- Curriculum and instructional design
- Leadership development programming
- Volunteer training and engagement
- Event planning and program logistics
- Facilitation and public speaking
- Project management
- Learning management systems and virtual education platforms

Key Competencies

- Strategic thinking
- Program design and delivery
- Volunteer partnership
- Relationship building
- Organizational leadership
- Communication and facilitation

Travel

- Travel required (approximately 20–30%) to support leadership academies, officer training events, and member education programs.

Interested in Joining Our Staff? *Applicants will be reviewed as they are received.*

Send your cover letter and resume to:

Chris Williams, Assistant Executive Director

Theta Xi Fraternity

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About Theta Xi Fraternity

Theta Xi Fraternity, founded on April 29, 1864, at Rensselaer Polytechnic Institute (RPI) in Troy, New York, is one of the oldest fraternities in the United States. The fraternity is rooted in core values of integrity, mutual respect, service, and lifelong friendship, which guide its programs and initiatives.

Theta Xi places a strong emphasis on leadership development and community engagement, offering its members opportunities to grow as responsible citizens and future leaders. Its educational programs, including national leadership academies and regional retreats, are designed to equip members with skills that extend beyond college life and into their professional and personal endeavors.