



OMICRON DELTA KAPPA

The National Leadership Honor Society

ASSISTANT DIRECTOR/DIRECTOR FOR LEADERSHIP PROGRAMS

The Assistant Director/Director for Leadership Programs (ADLP) serves in the primary educational development role for the Omicron Delta Kappa Society (OΔK) national headquarters and works closely with the HQ staff, circle officers, and student leaders to provide excellent training, development, and service to the more than 300 circles located on college campuses around the country.

The primary duties include development and implementation of broadly defined skill enhancement, professional development, and career advancement programs, grants and workshops for OΔK members. The ADLP will strive to

- 1) *strengthen the value* of the OΔK experience for members by fulfilling the OΔK goal to help train the next generation of non-profit volunteer and professional leaders;
- 2) *showcase the value* of OΔK involvement by demonstrating the unique and meaningful impact OΔK has on its members; and,
- 3) *sustain the value* of the OΔK experience by supporting ethical leadership development, engagement of leaders from diverse backgrounds, and facilitating outreach to other collegiate and community leaders.

The Assistant Director/Director for Leadership Programs is a full-time staff member based at the OΔK National Headquarters in Lexington, Va. The position reports to the Associate Executive Director for Business and Membership Services and serves on the Membership Services team.

Leadership Programs (30%)

- Lead the creation and implementation of the ethical leadership development program
- Coordinate and manage the OΔK Leadership Matters microsite and administration of the OΔK Speakers Bureau with the Executive Director
- Actively participate and support partnerships with leadership programs and associations including but not limited to Student Leadership Competencies, LEAD365, Association of Leadership Educators, and the International Leadership Association
- Assist with Leader of the Year award program and the Maurice A. Clay Leadership Development grants
- Actively research and publicize leadership resources, programs, and curricula

Membership Development (30%)

- Develop and implement a contact management plan for ensuring high levels of communication and service to circles
- Monitor circle operations and assist circles to maintain minimum standards
- Provide consultation and training for non-performing circles
- Support strategic alliances that provide benefits to members

Conference and Workshop Coordination (20%)

- Serves as the coordinator for the educational sessions at the annual national leadership conference and regional workshops.
- Work closely with HQ staff and conference committees to develop all aspects of the educational, training, and developmental aspects of the events

Professional and Career Programming (10%)

- Manage and actively strengthen the OΔK career network through in-person and online platforms such as LinkedIn

- Coordinate, develop, and market professional and career development opportunities including but not limited to conferences, webinars, podcasts, publications, and online resources

Web and Social Media Development (5%)

- Manage the officer information portal and other web services for circle management
- Assist the AED-BMS to write and publish monthly leadership newsletter
- Use social media to promote OΔK leadership development programs and services

Board and Volunteer Engagement (5%)

- Work closely with the Society Board of Directors and other local regional and national volunteers to conduct the business of the Society
- Serve as the primary liaison to assigned national committees
- Support the comprehensive campaign as necessary

Perform other duties that advance the vision and mission of Omicron Delta Kappa as requested.

This is a non-exempt position. Significant evening/weekend work and travel is required.

REQUIREMENTS

Essential

- Bachelor's degree from an accredited university.
- Experience with university administration or instruction, non-profit organizations, student organization administration, and/or major event planning.
- Ability to present leadership workshops and training sessions in multiple formats (e.g., in person, web-based and recorded).
- A willingness to work and communicate effectively with diverse populations individually and as part of a team.
- Extensive travel. Candidates must be willing and able to travel away from the national headquarters for up to 10 consecutive days.

Preferred

- Master's degree in higher education administration, student affairs administration, non-profit leadership, or related field from an accredited college or university.
- Knowledge and ability to apply leadership theories, concepts and best practices to programs, curriculum instruction, and other activities is highly desired.
- Experience planning and producing leadership workshops and training sessions in multiple formats (e.g., in person, web-based and recorded).
- Omicron Delta Kappa membership is highly preferred.

Knowledge, skills and abilities

High Proficiency in the following areas:

- Excellent verbal and written communication skills
- Presentation design and delivery
- Event planning and implementation
- Experience working with business and learning technologies
- Social media and web content delivery

Proficiency in the following areas:

- Budget and financial management tools
- Research methods
- Writing for publication

Personal characteristics

The Assistant Director/Director for Leadership Programs should demonstrate competence in some or all of the following:

- Behave Ethically: Understand ethical behavior and business practices. Ensure behavior is consistent with these standards and align with the values of the organization.

- **Build Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
- **Communicate Effectively:** Must possess strong written and verbal communication skills.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions, which are timely, and in the best interests of the organization.
- **Organization:** Set priorities, develop a work schedule, monitor progress towards goals, and track details using data and information management tools.
- **Plan:** Set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

COMPENSATION

The salary range for the OΔK Assistant Director/Director for Leadership Development is \$38,000 - \$48,000 a year (commensurate based on education and experience) plus full benefits including life, dental, and health insurance and retirement contributions. Professional development opportunities are available as negotiated. Personnel at Omicron Delta Kappa's national headquarters have free parking and access to recreation and library facilities at Washington and Lee University.

TO APPLY

Submit a cover letter, resume or vitae and three references to Dr. Timothy A. Reed, Associate Executive Director for Business and Membership Services, via tim@odk.org. This position is open until filled. Candidate review will begin on January 31, 2019.