



JOB DESCRIPTION

Position title: Chapter Engagement Coordinator

Reports to: Chief Executive Officer

General description:

The Chapter Engagement Coordinator 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, marketing or sales preferred. Experience with Ability Experience summer events and/or gaming or esports is preferred but not required.

Supervisory responsibility:

Intern(s)

Duties and responsibilities:

- Cultivate relationships with chapters to meet mission related goals in the areas fundraising, volunteerism and awareness.
- Recruit for all programs including Ability Camps, Gear Up Florida and Journey of Hope.
- Develop, promote and distribute chapter resources.
- Provide leadership and create marketing plans for Pi Kapp Gaming at national and chapter level.
- Coordinate travel schedule, chapter presentations and event support.
- Coordinate education sessions at conferences.
- Work with Pi Kappa Phi based on region to meet chapter fundraising and volunteerism goals.
- 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 Chief Executive Officer 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.