



**Title:** Senior director of programming strategy  
**Team:** Programming and training  
**Supervisor Title:** Executive Director  
**Position Status:** Full time, exempt  
**Position Location:** Carmel, IN preferred  
**Position Summary:** The senior director of programming strategy is responsible for creating strategies to address the programming and training needs of volunteers and members through all phases of membership.

**Qualifications:**

- Bachelor's degree, masters preferred
- Five plus years' of experience, preferably within association management, non-profit management or membership-based organization
- Five plus years' management experience in leading teams or individuals
- Prior experience in creating programming and training strategies, content creation and instructional design
- Proficiency/experience with assessment techniques and strategies

**Responsibilities:**

- Oversee the development and implementation of the Sorority's programming and training strategy
- Direct and implement the development of new educational leadership and training programs as directed by the executive director and national council
- Create and execute 3-5-year priorities for the organization's programming and education efforts based on strategic plans, member needs, assessment data and industry trends
- Build the overarching strategy and oversight of logistics for Sorority events including national convention, regional conferences and volunteer trainings
- Sustain the focus required on how programming and training is interconnected and dependent on all other areas of the organization
- Develop, with the programming and training team, the tactics and timelines necessary to achieve strategic goals
- Lead the programming and training team to continually assess and adjust all programmatic efforts

### **Expectations:**

- Consistently demonstrate through words, actions and interactions, alignment with the Sorority's values, strategic direction and commitment to diversity, equity access and inclusion, focusing on the success of the organization.
- Promote the ongoing development of a service rapport with chapters, local and national volunteers and all members of the Sorority.
- Represent Sigma Kappa within related professional organizations as approved by the executive director.
- Assist with preparations for national meetings as assigned, and travel to meetings to provide on-site staff support.
- Demonstrate a positive, problem-solving mindset and a spirit of teamwork and cooperation.
- Demonstrated project management experience
- Maintain positive public relations within the Sorority, among all Sorority entities, in contact with other membership groups, university officials, vendors, and others.
- Maintain and develop materials and procedure notebooks as appropriate to the position.
- Perform other duties as may be prescribed by the executive director of Sigma Kappa Sorority.

### **Technical/Computer Skills:**

- Ability to effectively use email (MS Outlook) and MS Office software programs as necessary.
- Ability and willingness to effectively use other job-related technology tools

### **Physical Demands:**

- Ability to stand under 1/3 of the time.
- Ability to walk under 1/3 of the time.
- Ability to sit over 2/3 of the time.
- Ability to talk or hear from 1/3 to 2/3 of the time.
- Ability to lift 20 lbs. under 1/3 of the time.

### **Work Environment:**

- The work environment is that of a fast-paced office with minimal to high noise levels and moderate temperatures.
- This position requires working independently as well as part of a team.
- This position requires verbal and face-to-face contact with others on a daily basis.
- Frequent use of a computer, general office equipment, and/or personal device (e.g., cell phone, tablet) is necessary.
- The position requires client information be maintained appropriately confidential.

The qualifications, responsibilities, expectations, technical/computer skills, work environment, and physical demands described above are representative of those that must be met by an

employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*