

**Delta Sigma Pi – Central Office**  
*Job Description*

Job Title: **Director of Communications**

Reports to: **Chief Operating Officer** (see organizational chart for additional reporting)

Classification: **Exempt**

---

**Position Summary**

This individual is responsible for creating and executing a focused and strategic communications plan that will advance the fraternity's reputation and help engage and inform collegiate, alumni, and faculty members. Along with the Communications Coordinator, which they will supervise, they will be tasked with implementation and delivery of all communication initiatives for Delta Sigma Pi Fraternity and Leadership Foundation.

**Responsibilities**

1. Create and execute communication strategy, standards, and plans in print, email, on the web, and via social media. Continuously reviews communication and engagement methods and strategies once created with a critical eye towards opportunities for increased effectiveness and efficiency. This includes making recommendations for change and implementing new ideas where necessary, and requires regular research into new best practices and tools to ensure long term success of programs.
2. Manages the Communications Coordinator and supervises production and scheduling of all communications including emails, publications, web content/news stories, social media, press releases, brochures, event programs, mailings, and other publications for Delta Sigma Pi and the Delta Sigma Pi Leadership Foundation. These responsibilities may include, but are not limited to, the following duties:
  - a. Writes or facilitates writing of official communications on behalf of the Board of Directors and key senior staff.
  - b. Works with the Communications Coordinator, other staff and suppliers to ensure all communication is created, edited and distributed according to schedule.
  - c. Manage and monitor website content, and oversee updates, including resources and news articles through website editing tools.
  - d. Working with Associate Executive Director: Education and Events, coordinate electronic and printed materials for Fraternity events, including coordination and content creation for any event apps.

- e. Oversight and production of *The DELTASIG* magazine, including designer and printer relations and oversight of outsourcing to other vendors.
3. Assists and/or plays leadership roles in the planning, preparation, and execution of the Fraternity's functions, including Grand Chapter Congress, LEAD events, and other meetings and events.
4. Proactively volunteers to help other staffers accomplish their tasks as needs arise.
5. Performs other duties as assigned by the Chief Operating Officer and/or Executive Director, which may include contributing to the maintenance and upkeep of the Central Office facility and grounds, data entry and database maintenance, etc.

### **Qualifications**

1. Bachelor's degree in Communications, Journalism, Marketing, Business Administration, or equivalent preferred.
2. Minimum of three years of equivalent experience required.
3. Professional experience working in fraternal or university environments or experience with other membership and volunteer based organizations preferred.
4. Experience building and leading teams required. Supervisory experience preferred.
5. Strong communication skills, both verbal and written. Knowledge of AP style is required, along with the ability to be a self-editor and experience writing and disseminating press releases.
6. Ability and willingness to learn new concepts and ideas including Fraternity policies and procedures.
7. Self-starter possessing strong project management skills with a proven ability to meet multiple tight deadlines and a desire to develop professionally and keep abreast of developing trends in communication.
8. Demonstrated proficiency in content management software, social media platforms, web/email analytics, social media/press impression monitoring, and marketing platforms.
9. Experience with Adobe Creative Suite is strongly preferred.
10. Adaptable to new technology and concepts.

## **Overview of Expectations**

All employees of Delta Sigma Pi are charged with working under the direction of the Board of Directors, through the Executive Director, to accomplish all needs of the organization. The Fraternity has a small office environment. An overall fundamental goal of "let's get it done through teamwork" is key for the success of the organization.

## **Environment**

Delta Sigma Pi is headquartered in Oxford, Ohio. Remote working may be possible for the right candidate, with scheduled, periodic trips to the physical office important.

Role requires occasional travel, including air travel and extensive driving. Individuals must maintain a valid driver's license and the ability to travel through all necessary means of transportation.

Headquarters facility is an air-conditioned, smoke-free, small business environment.

May be required to attend meetings on campuses or in facilities of various sizes and levels of accessibility.

Position is required to handle and lift boxes for shipping up to 50 lbs.

This role will include a non-traditional schedule, nights and weekends are required. The nature of the role will require work beyond a standard 40-hour work week at times.

## **Disclaimer**

This job description is designed to provide a general overview of the requirements of the job and does not entail a comprehensive listing of all activities, duties or responsibilities that will be required. Delta Sigma Pi reserves the right to add to, remove or modify this job description at any time. Delta Sigma Pi also reserves the right to release or delete this position at any time.