**Vacancy Announcement**

**TITLE:** Director of Risk Management **OPENING DATE:** March 1, 2019

**DEPARTMENT:** National Board of Directors **CLOSING DATE:** May 26, 2019

**Reports to:** Director of Membership

**Tour of Duty:** Less than part-time, required 3 hours per week (1hr utilized for monthly NBD meetings).

**POSITION PURPOSE AND SUMMARY**

The Director of Risk Management serves the purpose to design, plan, leadership and implementation, and evaluation of the sorority Quality/Risk Management Program in concert with Lambda Phi Xi’s Mission, Vision and Values, Policies and Procedures, Risk Management Manual/Handbook and Strategic Plan. The incumbent is accountable for the oversight and facilitation of methods which promote the identification and continuous improvement of those activities and processes which significantly impact the quality of the sisterhood. The incumbent for this position performs a wide variety of duties that support the work of the National Board of Directors. The incumbent of this position is primarily responsible for overseeing safety and security of the sisterhood. Duties are performed under moderate supervision following established procedures and deadlines. The Director of Risk Management must also preserve the confidentiality of the sorority and member information. The incumbent may perform other duties as assigned by the Executive Director who is the immediate supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Be responsible for promoting anti-hazing programs;
2. Enforce anti-hazing policies within the Policies and Procedures and Risk Management manual/handbook
3. Keep all chapters current with university/college, state, and federal laws;
4. Be responsible for addressing all hazing and risk management issues, and notify the NBD of any hazing incidents;
5. Ensure that all chapters are educated about hazing policies;
6. Review all sorority events to ensure that the anti-hazing policies are being followed;
7. Be present at all NBD meetings;
8. Maintain Lambda Phi Xi records and files for documentation;
9. Assist with overseeing each chapter’s Director of Expansion;
10. Work with the NBD and chapters to establish and track progress toward risk management goals, strategies, and tactics;
11. Check and respond to emails at least weekly;
12. Good verbal communication and writing skills a must, great public speaking skills strongly preferred.
13. Travel, if required, to assist at conferences and conventions;
14. Perform other duties as assigned by Executive Director.

**REQUIRED QUALIFICATIONS:**

1. Must be a member of Lambda Phi Xi for at least one (1) year before running for office
2. Bachelor’s Degree (Per Executive Director discretion – Sorors in their last semester can apply but must provide proof of expected graduation date)
3. Time and commitment available to dedicate to the sisterhood
4. Must not hold office for more than four (4) terms, this includes terms that are not consecutive
5. Ability to initiate and implement projects that reflect Lambda Phi Xi’s values
6. Ability to quickly acquire and use knowledge of departmental program structure (mission, goals and objectives) and department policies and procedures and the internal operations of the organization
7. Ability to communicate and work effectively with board members and members of the organization at all levels
8. Ability to research and organize data
9. Experience handling multiple interruptions and adjustments to priorities
10. Experience handling multiple tasks and meet required deadlines
11. Ability to handle routine situations and refer calmly and quickly to things of a complex or emergency nature
12. Ability to maintain strict confidentiality
13. Ability to follow instructions, pay close attention to detail and work under moderate supervision
14. Ability to work effectively with a high degree of flexibility, initiative and self-motivation
15. Responsible, reliable and able to work with minimal supervision

**Before applying, please visit our website at** [**https://www.lambdaphixi.org/**](https://www.lambdaphixi.org/) **to familiarize yourself with our purpose and vision.**

**Submissions that do not include all of the requested information will not be considered.**

**Email to: Nationalexecutive.lambdaphixi@gmail.com**