



# AEPi

# DEVELOPING LEADERSHIP for the JEWISH COMMUNITY

## **Regional Director - Northeast**

Alpha Epsilon Pi (AEPi) is the world's Jewish college fraternity, developing leadership for the Jewish community and providing a home away from home for Jewish students around the world.

The Regional Director (RD) leads a region of chapters, vendors, and volunteers, by playing a vital role in the growth of Alpha Epsilon Pi (AEPi) by developing a strategy and coordinating with all parties. The Regional Director is tasked with the holistic optimization of chapter operations and performance as defined by the "The Undergraduate Experience" document, the chapter operations manual, and other standard operating procedures as defined by the Fraternity by providing consistent high level consulting services. The RD will build relationships with key stakeholders from all of their chapters, their campuses, and their communities.

The RD will work within the chapter services team and will report directly to the Director of Campus Operations. RDs will work closely with the Director of Campus Operations but will regularly interface with various staff in order to promote educational, Jewish, Israel, civic, and leadership program initiatives, obtain specific resources, work through administrative tasks, and showcase the accomplishments and accolades of AEPi.

The RD is someone that is a goal-oriented, driven individual that is a self-starter with strong motivation. They are also a critical decision maker and strategic thinker with the ability to excel in a fast-paced environment.

In order to drive high level performance of AEPi within a region, a RD will become familiar with individual campus environments, their regions, and the greater fraternal and higher education landscapes. They will regularly recruit and engage with chapter leaders, chapter members, advisors, regional volunteers, and residential staff. They will also form valuable relationships with partner organizations and campus staff.

### **Chapter Consultation**

- Maintain a chapter portfolio of approximately 15 chapters in a specific region
- Manage all aspects of the region
- Conduct in person or virtual chapter visits with executive board and committee chairs weekly
- Provide evaluations and recommendations to chapters addressing all areas of operation
- Be responsible for follow-up communications to chapters, keeping abreast of those chapter's progress and particular needs
- Assist in the leadership development of individual Brothers
- Developing educational resources for chapter leaders
- Handle information requests from undergraduates
- Serve as a resource to the region and a liaison to headquarters

### **Health and Safety**

- Know and understand the [AEPi Health & Safety Policy](#)
- Review the student code of conduct, and all applicable local, state, and federal laws, including policies in the students' membership and housing agreements.
- Conduct membership reviews when necessary
- Investigate various forms of allegations against a chapter
- Ensure that all New Members take the AEPi.edu e-learning course
- Handle emergency response, investigation, intervention, and follow up, in coordination with the Director of Campus Operations, when policy violations are reported

### **Chapter Communication**

- Maintain and assist in preparation of correspondence to chapter executive board and minor board officers
- Provide follow-up communications to chapter officers, advisors, and others to ensure success in chapter programs and realization of goals
- Help with the communication of transition of executive and minor board members



# AEPi

## DEVELOPING LEADERSHIP for the JEWISH COMMUNITY

### **International Programs**

- Recruit a minimum of 50% of chapter presidents to attend the Advanced Leadership Institute: Master Academy
- Recruit their chapters to attend their regional retreat with the goal of 80% of the new members and 100% of the current executive board
- Recruit for the annual international convention that takes place every summer
- Help plan educational programming for convention and regional retreats in partnership with the Director of Leadership Development

### **Relationship Building**

- Meet with campus Fraternity and Sorority advisors
- Meet with Jewish campus professionals
- Work with our Partner Agencies for events taking place in their region
- Meet with DEI officers or members of the department
- Identify expansion opportunities and establish new colonies on viable campuses within their region

### **Specific Responsibilities**

- Rush (recruitment of new members)
- Member Retention
- Chapter finances and budgeting
- Chapter operational structure
- Officer Responsibilities and officer transitions
- Housing & Chapter Facilities
- Social Activities & Risk Management Policies
- Campus & Community Activities
- Chapter Governance and business operations
- Leadership Skill Development Implementation of Diverse Programming Health and Safety
- Advisor and Volunteer Training and Support

### **Required Skills, Qualities, and Experience**

- Brother of Alpha Epsilon Pi in good standing
- Bachelor's degree (proof of graduation must be provided)
- A minimum of 5 years of work experience
- Personable and able to interact with diverse people
- Superior verbal and communications skills, including public speaking
- Strong leadership and analytic skills
- Well-organized self-starter, able to manage multiple tasks
- Extensive fraternal knowledge
- Commitment to Alpha Epsilon Pi's mission
- Must pass a background check and driving record check

AEPi has competitive benefits including: 401k (3% employer contribution to 401K after 12 months of employment), employer-paid long and short term disability, employer-paid medical insurance, eligible for a company car (or you may receive mileage reimbursements for use of a personal car), and paid time off (You will be entitled to several weeks of pre-set time off for Thanksgiving and December break) Remote locations for this role. Some nights/weekends may be required.

For more information, please visit [aepi.org](http://aepi.org). To apply, submit a cover letter, 3 references, preferred salary range, along with a resume to [aneiberg@aepi.org](mailto:aneiberg@aepi.org).

### **Application Process**

The application process is as follows:

- Applications will be reviewed by the Director of Campus Operations (DCO) and Director of Events and Internal Operations (DEIO)
- Applicants selected to interview for the role will first interview with the DCO



# AEPi

## DEVELOPING LEADERSHIP *for the* JEWISH COMMUNITY

- Applicants that move forward from the first interview will have a second interview with the DEIO
- Applicants that move forward from the second interview will be asked to complete a case study related to chapter operations
- Applicants may be asked to meet with a member of chapter leadership, an AEPi volunteer, and/or other members of the AEPi professional leadership team
- Applicants selected will be subject to a background check and driver's record check before hire

### **First 90 Days in the Role**

This is a general outline of how you'll spend the first three months on the job. These are general expectations, which may vary and will be built upon in collaboration with the rest of the AEPi staff and catered to the chapter's needs.

- Meet the team and other stakeholders
- Introductions with chapter members and officers
- Ask a lot of questions
  - There is a lot of new information, and each chapter is different. Asking questions now will help set you up for long term success and help you help the chapter
- Get caught up on chapter history and performance
- Read and understand the various resources available to the staff, volunteers, students etc
- Read and understand the various policies that govern the chapter and its members
- Understand AEPi's overall strategic vision and how the chapter and its members fit into that vision
- Work with the chapter to assess how it views itself, where it is today, and where it wants to be in the future, and start building a chapter-level strategic plan to reach their goals
  - Introductions with organizational and campus partners