

Λ K Ω Vice President of Expansion Position Summary

The Vice President of Expansion of Lambda Kappa Omega Sorority, Inc. serves as the national leader responsible for membership expansion, chapter development, growth initiatives, and outreach into underserved or uncharted areas. This role plays a critical part in increasing sorority membership, developing new chapters, supporting single-member and cluster chapters, and coordinating intake growth efforts with the Membership and National Educator teams.

The Vice President of Expansion works closely with the Director of Expansion, National Educator, Membership Team, Regional Leadership, and National Board to identify opportunities for growth, monitor lead development, coordinate Rush and Learn activities, and support women interested in establishing or growing chapters. This position requires strong leadership, organization, communication, strategic planning, and relationship-building skills, along with the ability to motivate members and foster long-term organizational growth.

Responsibilities

- Lead and oversee national expansion efforts and chapter growth initiatives
- Coordinate intake expansion efforts with the National Educator and Membership teams
- Identify underserved or uncharted areas for sorority growth and chapter development
- Maintain and update lead trackers, applicant trackers, and organizational growth records
- Research, qualify, and communicate with prospective members and chapter leads
- Respond to leads within 24–48 hours and maintain ongoing communication throughout the intake process
- Coordinate and assist with Rush and Learn sessions and underground line scheduling
- Support the development of single-member, empty, and cluster chapters
- Create and maintain outreach templates, lead communications, and chapter establishment letters
- Work closely with the Director of Expansion through regular one-on-one meetings and mentorship

- Serve as Chair of the Advisory Committee and provide guidance to newly established chapters
- Assist chapters with event planning, paperwork, growth strategies, and organizational support
- Monitor lost leads and coordinate follow-up efforts with Recruitment and local chapters
- Host Open Calls, In-Service trainings, and “Did You Know” educational initiatives
- Maintain organization of office files, Google Drive records, forms, and communication logs
- Complete quarterly and annual reporting for the National Board
- Promote retention, chapter stability, leadership development, and organizational growth
- Act as a liaison between the National Board and general membership regarding expansion efforts
- Ensure professionalism, communication, accountability, and consistency throughout all expansion operations

Experience & Qualifications Needed

- Previous leadership experience within the sorority, membership office, expansion team, committee, nonprofit, or organization preferred
- Strong organizational, communication, and managerial skills
- Experience with recruitment, outreach, membership growth, or chapter development preferred
- Ability to manage multiple projects, trackers, deadlines, and communications effectively
- Strong leadership, mentorship, and problem-solving abilities
- Experience coordinating events, intake activities, or educational initiatives preferred
- Ability to build relationships and communicate professionally with prospective members and leadership teams
- Strong attention to detail and ability to maintain accurate records and reports

- Ability to work collaboratively with Membership, Intake, Regional Leadership, and National Board offices
- Ability to maintain professionalism, confidentiality, and organizational standards
- Understanding of organizational structure, chain of command, and membership operations
- Commitment to sisterhood, growth, leadership development, retention, and organizational success

Preferred Leadership Traits

- Proactive and strategic thinking
- Strong communication and networking skills
- Organization and adaptability
- Leadership and motivational abilities
- Resourcefulness and initiative
- Professionalism and integrity
- Ability to mentor and support others
- Commitment to organizational growth and sisterhood