

Pi Beta Phi

COMMUNICATIONS DIRECTOR

JOB TITLE: Communications Director

SALARY TYPE: Exempt

REPORTS TO: Sr. Director of Brand Experience

EFFECTIVE: September 2026

PRINCIPAL OBJECTIVE

This full-time position leads and develops organization-wide communications strategy and planning, developing integrated plans that align audiences, messages, channels and timing with organizational priorities.

CORE RESPONSIBILITIES

- Serves as a strategic communications partner to organizational leaders, connecting priorities across Pi Beta Phi's entities and translating complex information into clear, audience-focused communications.
- Writes and edits communications across audiences and channels, including member communications, emails, letters, speeches, talking points, scripts and other organizational communications.
- Writes compelling content for donor acquisition, stewardship and recognition efforts, sharing the impact of donor support in ways that strengthen engagement and advance the communications and fundraising priorities of Pi Beta Phi Foundation.
- Identifies, researches and interviews story leads to develop compelling content that brings Pi Phi's mission, impact and member experience to life across publications and communications channels.
- Evaluates communications performance, audience engagement and emerging best practices to make data-informed recommendations and continually strengthen communications.
- Drives the execution of the crisis communication strategy, helping protect Pi Beta Phi's reputation and ensuring timely, thoughtful and coordinated communication.
- Leads and develops the Communications team, providing clear direction, editorial guidance, coaching and feedback.
- Other duties as assigned.

HEADQUARTERS STAFF COMMITMENTS

All members of the Headquarters staff are expected to:

- Offer premier customer service.
- Commit to a positive volunteer experience and serving the volunteer.
- Care for each other.
- Build affinity and Pi Phi Pride with every action and interaction.

QUALIFICATIONS OF A SUCCESSFUL CANDIDATE

- College degree in journalism, communications or a related field.
- Minimum of seven years of experience in communications or PR.
- Excellent written and verbal communication skills.
- Strong leadership and team management abilities.
- Exceptional project management skills, attention to detail, and ability to juggle multiple competing priorities effectively.
- Broad Fraternity knowledge and membership in Pi Beta Phi preferred.

ADDITIONAL INFORMATION

- This role is expected to be approximately 50% writing and content development, 25% team leadership and supervision, and 25% communications strategy and planning.
- Travel is expected to be less than 5%.
- Hybrid working opportunities available.

Pi Beta Phi's Mission, Vision, Core Values and statements of philanthropic service and Commitment to Diversity, Equity and Inclusion can be found at pibetaphi.org/about.

At Pi Beta Phi Headquarters, we value and respect our employees and their contributions. Our total compensation approach includes base salary, benefits and a 401(k)-matching program. Each position is externally benchmarked, and the salary ranges are evaluated annually. The salary range for positions is based on local and fraternal market data and allows for various experience levels. The actual pay is based on skills, experience, education and other relevant factors. The midpoint salary at this grade level is \$73k.