

# Beta Theta Pi Fraternity & Foundation

## *Position Description*

<b>Title</b>	Colony Development Coordinator
<b>Department</b>	Chapter Services
<b>Reports to</b>	Director(s) of Expansion & Recruitment
<b>Minimum Qualifications</b>	Bachelor's degree, member of Beta Theta Pi, minimum 1-year experience as Beta staff member (2-years preferred), experience with relationship building and project management
<b>Time Allocation</b>	40% - Member Recruitment, 30% - Member Education / Colony Development, 30% - Volunteer Development
<b>Term of Appointment</b>	Minimum 11 months, based on individual contract (12 months desired)
<b>Start Date</b>	May 1

### **Vision, Mission, Values & Priorities of Beta Theta Pi**

<b>Vision</b>	Every member will live Beta Theta Pi's values.	
<b>Mission</b>	To develop men of principle for a principled life.	
<b>Core Values</b>	<b>Mutual Assistance</b>	Betas believe that men are mutually obligated to help others in the honorable labors and aspirations of life.
	<b>Intellectual Growth</b>	Betas are devoted to continually cultivating their minds, including high standards of academic achievement.
	<b>Trust</b>	Betas develop absolute faith and confidence in one another by being true to themselves and others.
	<b>Responsible Conduct</b>	Betas choose to act responsibly, weighing the consequences of their actions on themselves and those around them.
	<b>Integrity</b>	Betas preserve their character by doing what is morally right and demanding the same from their brothers
<b>Strategic Priority Areas</b>	Self-Governance, Education, Recruitment, Volunteers	

### **Impact Statement**

Beta Theta Pi's expansion department is committed to establishing sustainable new chapters that further the fraternity's strategic priorities by providing project specific personnel solely focused on volunteer support, member recruitment and on-site colony development.

## Overall Job Responsibilities

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1. Work directly as a member of the recruitment team for the re/founding fathers' class. He will be joined by a recruitment team comprised of fellow staff members for three to four weeks of this process with the ultimate expectation of recruitment until the colony is at a sustainable size and health.
2. Advise the chapter on all operations during the first year of re-colonization. This will include weekly meetings with each officer, attendance at executive committee, chapter meetings, recruitment events, pledging meetings, and advisory team meetings.
3. Oversee the development of the comprehensive colony education/development plan. This will include founding father education, retreats, officer training, ritual performances, and ongoing support.
4. Assist the district chief to oversee the implementation of the volunteer advisory team positions. This will include detailed position-specific volunteer orientation, coaching, training and support.
5. Work closely with the local Alumni Association (if applicable) to enhance alumni involvements. This will include overseeing a web-site implementation and maintenance, organizing key alumni events, alumni cultivation visits, updating the local alumni database, producing monthly e-newsletters and semester newsletters.
6. Work closely with the local Alumni Association (if applicable) to support plans for future housing.
7. Report weekly to Administrative Office, the university, and the local Alumni Association members (if applicable) on activities of the colony and his position via a formalized written report structure and attend every All-Staff meeting.
8. Actively develop and cultivate relationships with General Fraternity constituents (students, volunteers, university administration, parents, etc.).
9. Support the initiatives of the Administrative Office and General Fraternity (convention, board committees, strategic planning, etc.).

## Competencies

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Competency	Definition
<b>Planning</b>	Exhibits skills in advance planning, coordinating logistics; pays close attention to details
<b>Program Development</b>	Demonstrates knowledge in educational, learning & leadership theory and writing curriculum
<b>Facilitation &amp; Presentation</b>	Knowledgeable & skilled in delivering content to and facilitating both large and small group programs
<b>Foster Collaboration</b>	Works in partnership with others to achieve results
<b>Achieve Results</b>	Demonstrates and creates a sense of urgency and commitment for achieving results
<b>Demonstrate Initiative</b>	Ensures execution of work tasks needed to accomplish organizational goals
<b>Uses Sound Decision Making &amp; Judgment</b>	Effectively and critically examines issues and problems and makes judgments in line with organizational values
<b>Change Management</b>	Anticipates and plans for a rapidly changing environment; adapts quickly to change
<b>Innovation &amp; Strategic Thinking</b>	Takes risks and challenges the process; considers the long-term implications of daily work through critical thinking and/or assessment
<b>Manage &amp; Develop Others</b>	Contributes to the personal and professional growth and development of direct reports & other staff members

