



BETA THETA PI

— MEN OF PRINCIPLE —

Beta Theta Pi Fraternity & Foundation Position Description

Title	Chapter Development Coordinator
Department	Chapter Services
Reports to	Director of Fraternity Growth
Minimum Qualifications	Bachelor's degree, member of Beta Theta Pi, experience with relationship building and project management
Time Allocation	40% - Member Education / Chapter Development, 30% - Member Recruitment, 30% - Volunteer Development
Term of Appointment	Minimum 11 months, based on individual contract (12 months desired)
Start Date	Variable

VISION, MISSION, VALUES & PRIORITIES OF BETA THETA PI

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

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 chapter development.

OVERALL JOB RESPONSIBILITIES

1. Work directly as a member of the recruitment team for the re/founding father class. He will be joined by a recruitment team comprised of fellow staff members for four to six weeks of this process with the ultimate expectation of recruitment until the chapter is at a sustainable size and health.
2. Advise the chapter on all operations during the first year of expansion. This will include weekly meetings with each officer, attendance at executive committee, chapter and committee meetings, recruitment events, new member orientation meetings, and advisory team meetings and all other chapter functions.
3. Oversee the implementation of the comprehensive chapter education/development plan. This will include founding father orientation, 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 chapter and his position via a formalized written report structure.
8. Actively develop and cultivate relationships with General Fraternity constituents (students, volunteers, university administration, parents, etc.).
9. Attend every All-Staff meeting and be a contributing member of the expansion department by supporting department projects, tasks and conversations.
10. Support the initiatives of the Administrative Office and General Fraternity (convention, board committees, strategic planning, etc.).

COMPETENCIES

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