



## **BETA THETA PI FRATERNITY & FOUNDATION**

### **Position Description**

<b>Title</b>	Director of Fraternity Growth
<b>Department</b>	Fraternity Operations
<b>Reports to</b>	Chief Operating Officer
<b>Minimum Qualifications</b>	<p>Bachelor's degree and experience with sales, recruitment, people and process management, relationship building and project management.</p> <p>The ideal candidate will have:</p> <ul style="list-style-type: none"><li>• Experience working with campus professionals, collegians, and alumni groups.</li><li>• Ability to drive results in a dynamic and collaborative work environment.</li><li>• Sales, recruitment, or business development experience or professional background.</li><li>• Travel experience.</li><li>• Familiarity working in a remote office or setting.</li><li>• Outstanding interpersonal and communication skills.</li><li>• Positive attitude and a strong sense of teamwork.</li><li>• People and process management experience.</li></ul>
<b>Preferred Qualifications</b>	<ul style="list-style-type: none"><li>• 2-3 years sales, business development, or recruitment experience.</li><li>• Director-level experience leading teams that produce results.</li><li>• Membership in a Fraternity or Sorority.</li></ul>
<b>Time Allocation</b>	<p>25% - Campus Selection</p> <p>20% - Alumni Development and Cultivation</p> <p>30% - Department Management (budgeting, management of staff, training and development, vendor partnerships)</p> <p>25% - Fraternity Growth Management (monitoring global growth trends, implementation of year-round growth plan, assessment of expansion, recruitment, and retention performance)</p>
<b>Term of Appointment</b>	At least a 3-year term
<b>Start Date</b>	Varies

## VISION, MISSION, VALUES & PRIORITIES OF BETA THETA PI

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<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>	Brotherhood, Personal Growth, Home	

## IMPACT STATEMENT

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Beta Theta Pi's Growth Department is committed to developing multi-faceted pathways that provide men from all walks of life pathways to a lifelong and values-centered Beta Theta Pi experience. With a focus on 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, relationship-based recruitment and systematic retention coaching, Beta Theta Pi will be an opportunity all men on college campuses across North America can explore.

## OVERALL JOB RESPONSIBILITIES

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1. Oversee/supervise the Growth Department staff. This includes working with the Chief Operating Officer to design future staffing needs.
2. Assist with recruitment and hiring of future staff members.
3. Develop and cultivate positive relationships with campus professionals.
4. Oversee the campus selection process, which includes the maintenance of information on campuses with future expansion potential.
5. Secure a minimum number of quality expansion opportunities each year as determined by the Chief Executive Officer and Chief Operating Officer.
6. Cultivate alumni relationships as the Fraternity works to reestablish a chapter.
7. Work with alumni associations as they support the re-establishment of a chapter.
8. Provide strategic planning, coaching, and support for recruitment pushes, with additional time spent with certain campuses to help with member recruitment based on need and staffing.
9. Maintain a relationship-based recruitment philosophy which can be implemented and integrated into chapter recruitment strategies.
10. Manage the organization's recruitment and retention support strategies, including the monitoring and assessment of chapter performance and assigning of staff growth coaches.
11. Oversee the ongoing education for recruitment officers and advisors.
12. Oversee and manage growth-related vendor partnerships.
13. Provide staff training and coaching in expansion, recruitment techniques, volunteer recruitment and support, and chapter development.
14. Develop and manage the yearly Growth budget.
15. Serve as a member of the Fraternity Operations team.
16. Support the initiatives of Beta Theta Pi's Administrative Office.

## COMPETENCIES

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Competency	Definition
<b>Planning</b>	Exhibits skills in advance planning, coordinating logistics, and proactive communication about future events; pays close attention to details
<b>Program Development</b>	Demonstrates knowledge of Beta's current membership programs and the ability to modify and adapt programs to specific campuses based on their unique profile.
<b>Facilitation &amp; Presentation</b>	Knowledgeable & skilled in delivering content to and facilitating both large and small group programs to undergraduates, alumni, and campus professionals.
<b>Foster Collaboration</b>	Works in partnership with others to achieve results; develops positive and lasting relationships with campus professionals and other fraternity professionals.
<b>Achieve Results</b>	Demonstrates and creates a sense of urgency and commitment for achieving results, including performance metrics such as Founding Father targets, average chapter GPA, chapter size, and advisor engagement.
<b>Demonstrate Initiative</b>	Ensures execution of work tasks needed to accomplish organizational goals with minimal oversight.
<b>Uses Sound Decision Making &amp; Judgment</b>	Effectively and critically examines issues and problems and makes judgments in line with organizational values and established practices.
<b>Change Management</b>	Anticipates and plans for a rapidly changing environment; adapts quickly to change; develops Beta's expansion program in a proactive way.
<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; exhibits a strong sense of accountability for self and others in the department.