



ENGINEERS | ARCHITECTS | SCIENTISTS

"In order to have a better world, we must first have a world of better men."
- Herb Scobie minn32

Position Description Director of Chapter Growth

Location: Plainfield, Indiana
Reports to: Executive Director

The Director of Chapter Growth will assist and support current chapters to grow membership numbers and work to identify, secure and support new interest groups, colonies and expansion campuses.

Primary Responsibilities:

- Design and deliver programs to increase current chapter membership numbers and help colony groups grow to achieve chapter status.
- Serve as primary resource for chapter growth programming to assist in recruitment and retention.
- Collect and update important administrative data for reporting purposes (i.e. forms, fees, rosters, officers, etc.).
- Conduct a variety of educational workshops in person and online for active and alumni members.
- Assist chapters/colonies and alumni as it relates to Triangle:Connect software and services.
- Complete administrative tasks (time sheets, visit reports, expense reports, etc.) in a timely manner.
- Participate and support key programs/initiatives (i.e. Fraternity Strategic Plan, Leadership & Training Weekend, Scobie Leadership School, Biennial Convention, etc.).
- Support team members, alumni volunteers, National Council, Triangle Educational Foundation, Triangle Building and Housing Corporation with key projects and strategic initiatives.
- Represent Triangle to internal and external audiences during work-related travel and event attendance, professional development conferences and interfraternal events.
- Assume other duties as assigned by the Executive Director.

Expansion to New Campuses:

- Manage program of prospect identification, outreach and proposals to suitable campuses.
- Design and implement expansion strategy and tactics to meet strategic plan objectives.
- Recruit colony members through in-person, on-campus presence and referrals.
- Recruit alumni and faculty support for expansion efforts.
- Ensure the successful installation of colonies and provide operational and growth support to recently installed chapters to ensure long-term viability and success.
- Establish clear colony expectations and installation objectives to guide the Fraternity's decision in

recognizing colonies and help establish the accompanying timeline for a colony installation.

Assistance to Existing Chapters:

- Develop overall strategy and tactics to support individual chapter recruitment.
- Work with Director of Communications to design online resources and educational content to teach and promote recruitment skills.
- Assist chapters to evaluate current recruitment programs, set targets and implement changes to improve results.

Qualifications:

- Triangle Fraternity membership is preferred.
- Proven experience in marketing and fraternity recruitment.
- An understanding of healthy chapter operations model(s).
- An understanding of higher education, college students, and alumni volunteers.
- Excellent written and verbal communication skills.
- Excellent organization and time management skills.
- Ability to work well in a small staff environment.
- Competency in Microsoft Office suite and general computer literacy.

Education Requirements: Bachelor's degree preferred.

Travel: Frequent travel will be required, including some extended trips (2-4 weeks). The preferred candidate must be willing to travel some evenings and weekends monthly (estimated 2-3 weekends per month, seasonal).

Compensation:

- Competitive salary in the fraternity industry.
- Premiums paid for health/dental/vision insurance after 90 days.
- IRA plan/match offered after 1 year of employment.
- Cell phone expense; Work laptop computer provided.
- Relocation expenses (negotiable).

Start Date: July 1, 2017.

Application Process: Resumes will be accepted until the position is filled. To apply, send a cover letter, resume, and list of three professional references to:

Tom Pennington
Triangle Fraternity
120 S. Center Street
Plainfield, IN 46168
Tom@Triangle.org

Application for employment is not a promise or guarantee of employment.