



ENGINEERS | ARCHITECTS | SCIENTISTS

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

Position Description Assistant Director of Chapter Development

Location: Plainfield, Indiana

Reports to: Director of Chapter Development

Primary Responsibilities:

- Serve as a liaison with chapters/colonies and local alumni by conducting visits each academic year.
- Serve as primary resource for chapter growth programming to assist in recruitment and retention.
- Complete a consultation/summary report that includes a follow-up plan of action for each visit that is shared with the chapter/colony, alumni volunteers, advisors, campus Greek life staff and other constituents.
- Collect and update important administrative data for reporting purposes (i.e. forms, fees, rosters, officers, etc.).
- Mentor and coach the chapter/colony officers by evaluating their duties, analyzing current challenges, and developing action plans.
- 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 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 Director of Chapter Development.

Expansion to New Campuses:

- 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.

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 required.

Travel: Frequent travel will be required. 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 insurance after 90 days.
- Simple IRA plan 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.