

# Zeta Beta Tau

*A Brotherhood of Kappa Nu, Phi Alpha, Phi Epsilon Pi, Phi Sigma Delta, Zeta Beta Tau*

## **POSITION DESCRIPTION: Director of Organizational Growth Zeta Beta Tau Fraternity**

Zeta Beta Tau, founded as the world's first Jewish fraternity, invites experienced candidates to apply for the position of Director of Organizational Growth. This position is an integral component of the Fraternity's strategic plan, overseeing the fraternity's expansion, colony development and recruitment efforts. The person in this role reports to the Director of Undergraduate Engagement and directly supervises the Assistant Director of Organizational Growth as well as at least two field staff consultants. This position offers a qualified candidate the ability to broaden the Fraternity's reach in the fraternal industry, preserve and cultivate its relationships within the Jewish community, all while building the candidate's professional network and providing them valuable experience related to the organization and industry. Responsibilities include but are not limited to the following:

### **EXPANSION**

- Oversee the expansion program for Zeta Beta Tau Fraternity
- Identify target colleges and universities which would be successful partners for a ZBT chapter
- Coordinate all expansion applications and presentations solicited by host institutions
- Evaluate and make suggested improvements to the Fraternity's expansion protocol when handling staff-generated leads, formal expansion processes and interest group-driven opportunities
- Establish relationships with Jewish organization partners to help facilitate expansion interest
- Create and execute an efficient approach to gaining expansion leads from undergraduate brothers
- Create a marketing plan to assist ZBT in reaching its desired populations in advance of expansion efforts

### **COLONY DEVELOPMENT**

- In partnership with the Director of Alumni Engagement, ensure all new colonies have a full advisory board prior to founder initiation
- Maintain colony development tracking system to promote chartering within desired timeline
- Evaluate and improve upon resources to assist new colonies in internal and external operations
- Recognize and assist in the corrective measures for at-risk colonies
- Serve as primary contact and reviewer for colonies preparing their charter applications

### **RECRUITMENT**

- Oversee education, outreach and compliance efforts related to ZBT's legacy recruitment policy
- Evaluate and revise the recruitment referral process for simplicity and effectiveness with alumni, parents and current undergraduate brothers
- Contribute toward the cultivation of relationships in the Jewish communities of current chapters and colonies as well as at confirmed or potential expansion sites
- Ensure chapters with low recruitment receive adequate support and guidance
- Review annual recruitment projections with the Director of Undergraduate Engagement
- Represent the Fraternity at college and university fairs, conferences, high school events and other programs which allow for maximum exposure for potential future brothers

# Zeta Beta Tau

*A Brotherhood of Kappa Nu, Phi Alpha, Phi Epsilon Pi, Phi Sigma Delta, Zeta Beta Tau*

- Track joining rates and return on investment from sponsored outreach events and, in partnership with the Undergraduate Experience team, make recommendations for new opportunities.

## **STAFFING**

- In conjunction with the Director of Undergraduate Engagement, create a travel schedule for field staff allowing the Fraternity to maximize its presence at target colleges and universities
- Supervise and mentor field staff to maximize their development and performance
- Manage the strategies and tactics of the strategic plan focused on growth
- Other duties as assigned
- Ability to travel, working evenings and weekends when necessary

## **SKILLS & ABILITIES**

### **Education:**

A bachelor's degree is required; a master's degree in non-profit management, higher education and student affairs or related is preferred.

### **Experience:**

Experience designing and implementing leadership development programs for college students, preferably within the Greek Community is also preferred. Other preferred experience includes working or volunteering within the Jewish community and a demonstrated ability to manage a large and complex programming budget. This individual should be creative and innovative with ideas, should possess excellent verbal and written communication skills and be detail-oriented, with strong project management skills, with an ability to meet deadlines while working on multiple projects at once. This individual also needs to have an ability to work independently as well as to work well as part of a team. Fraternity or sorority membership is preferred.