

# Zeta Beta Tau

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

## **Chapter Development Consultant**

ZBT is accepting applications for the position of Chapter Development Consultant.

**Reports to:** Director of Organizational Growth  
Director of Chapter Services

**Location:** Summer training in Indianapolis, IN. Travel is a required part of this job and all candidates must be willing to travel extensively to visit chapters and improve the well-being of the Fraternity. Estimated travel is 80 percent of the academic year.

**Position Summary:** Chapter Development Consultants support the Fraternity as full-time traveling consultants, providing services and resources to undergraduates and volunteers in all areas of chapter operations. These brothers travel from early August to mid-May each year, following an in-depth training period. Their expertise is focused in the areas of recruitment, the Brotherhood for a Lifetime experience, leadership training, heritage and fiscal health.

Additionally, Chapter Development Consultants can support chapters with risk and crisis management as well as volunteer engagement in coordination with the chapter's alumni and volunteer advisors. CDCs also serve as ZBT International Headquarters' primary point of contact for campus-based Fraternity and Sorority Life professionals working with their groups.



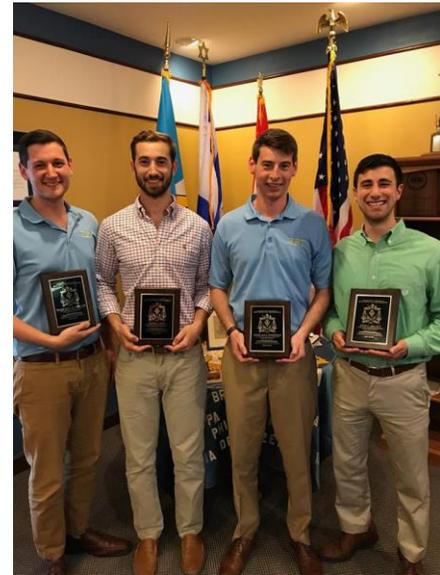
### **Specific Responsibilities:**

1. The CDCs serve as the primary contact from ZBT International Headquarters for all chapters assigned:
  - a. Establish contact with the officers of each chapter in the summer, or beginning of each school year, and maintain communication throughout the year as the chapter's first point of contact for general assistance.
  - b. Travel to chapters to provide specific support, evaluation and guidance throughout the academic year.
  - c. Document each visit in a thorough and timely manner, sending a summary with resources to all applicable audiences.

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- d. Be knowledgeable of all areas of chapter and organizational operations to serve as a liaison to advance support.
  - e. Establish strong working relationships with the Fraternity and Sorority Life professionals on all assigned campuses.
2. The CDC must be a positive agent of change for our chapters:
    - a. Work with each chapter to review current goals, develop new goals and track progress throughout the course of each year.
    - b. Guide chapters in maintaining a safe, positive recruitment and initiation environment that assists chapters in creating a Brotherhood of Equals. CDCs must be able to help chapters plan for successful initiations within 72 hours of bidding and adoption of THE JOURNEY brotherhood development program.
    - c. Assist chapters growing partnerships and outreach in their local Jewish communities in line with ZBT's Mission.
    - d. Connect chapters with other organizations in their communities to assist them in achieving their programming, operational, service and growth goals.
    - e. Assist chapters in transitioning to the Fraternity's official Director-based officer structure.
    - f. Assist chapters in recognizing areas of achievement and timely reporting in alignment with the Fraternity's Standards of Excellence program.
    - g. Act as the best resource for chapters in leadership development and officer transition and training.
    - h. Be a voice of information and support for each chapter at all ZBT International Headquarters and Supreme Council meetings.
3. The CDC is a resource of diverse expertise as it relates to our chapters and is expected to be flexible and adapt to the needs of our undergraduate body. Other duties may be assigned as a part of a successful team.



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**Additional Duties:** Some CDCs may specialize in areas such as expansion, colony development, heritage, finance, leadership and other areas of successful chapter growth.

**Qualifications:** CDCs must have earned at least a bachelor's degree from an accredited institution of higher learning. One to two years professional experience preferred, but not required. Candidates must be a brother (in good standing) of Zeta Beta Tau Fraternity. All candidates must demonstrate a strong understanding of chapter management and Zeta Beta Tau's Mission and Credo. Previous involvement as a chapter officer is preferred. Candidates should have knowledge in current trends, strengths and threats to the Greek community.

**About Zeta Beta Tau:** Zeta Beta Tau Fraternity was founded in 1898 in New York City and is now the world's oldest and largest Jewish fraternity. For more than 60 years, Zeta Beta Tau has been a brotherhood of many proud faiths and creeds and for the past 30 years, ZBT has been a pioneer in the fight against hazing, having abolished all two-tier membership statuses and pledging practices in 1989. ZBT is Brotherhood for a Lifetime.

**How to apply:** Complete the [online application](#), including the submission of a resume and cover letter. If you have any questions, you may contact Director of Undergraduate Engagement Brian A. Hoffman, Sigma (Tulane University) 2009, at [bhoffman@zbtnational.org](mailto:bhoffman@zbtnational.org).