

# Zeta Beta Tau

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

## **Job Announcement: Chief Operating Officer**

Reports to: Chief Executive Officer

Priority Deadline: November 16, 2020

Location: Indianapolis

Zeta Beta Tau, the world's first Jewish fraternity, is looking for an accomplished professional with association management experience and an understanding of higher education to partner with the CEO in elevating the ZBT experience to higher levels of accountability, streamlining policies with practice, chapter operations, and further defining the value proposition for our brothers, both undergraduates and alumni.

### Direct responsibilities:

- Manage Communications for the Fraternity. This includes all correspondence, website maintenance, and social media.
- Oversee the Chapter Services team in providing appropriate training to brothers, partnering with campus administrators, advisors, and other staff as it relates to chapter rehabilitation plans.
- Interface with the Fraternity's insurance provider when needed.
- Partner with the CEO in the execution of the Fraternity's strategic plan and make recommendations when necessary.
- Serve as liaison to Zeta Beta Tau's philanthropic and educational partners.
- Collaborate with the Fraternity staff to update and regularly review goals and progress made toward the strategic plan.
- Recruit, place, and develop Chapter Advisors and serve as staff liaison to the Chapter Advisor Development Committee.
- Be a member of the risk management response team, work on cases when assigned, monitor progress, support chapter rehabilitation plans and provide resources to assist those chapters in successfully completing their sanctions.
- Staff point person for all ZBT Foundation Grants, this including applications, reports, tracking, and compliance.
- Be part of the "on-call" rotation for any emergencies that may arise.
- Directly supervise the Director of Chapter Services and Conduct while working closely with other areas within the Fraternity. This includes the oversight of all education programs.
- Partner with other staff in the big picture planning of major meetings and events including, but not limited to, International Convention, Supreme Council meetings, etc.
- Represent the Fraternity at industry events along with, or in place of, the CEO.

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## Who are we looking for?

- An established and accomplished professional with 7+ years of experience with association management and an understanding of higher education. Experience should include volunteer development, event management, crisis response, communications, and/or chapter operations on a college campus and/or fraternity/sorority headquarters/ or umbrella association.
- An individual with an appreciation for the Jewish community, an intolerance for hate, and a champion for equality and justice.
- A motivated, respected, energetic, and supportive professional with advanced knowledge of the fraternity/sorority industry and a desire to be a changemaker in a progressive organization.
- A sense of humor, ability to connect with different personalities, and a true collaborative spirit.
- Someone with the ability to see the bigger picture while not afraid to get into the weeds on projects.

## What you'll get out of this opportunity?

- The chance to work with a fun, inspirational, experienced, dedicated, and forward-thinking team of professionals.
- A benefits package including medical insurance, generous time off, a commitment to your personal and professional development, the chance to travel, and a work environment that values our people.
- The privilege to play a pivotal role in the development of college men as they live and learn, become leaders on their campuses and in their communities, and work toward changing the world.
- Interactions with a board of directors who are amongst the best staff support network in the industry.

If this sounds like something you are interested in, and qualified for, please visit [this link](#) to complete a brief application including uploading your cover letter and resume. Applications will be reviewed as received. Questions regarding this position can be directed to Libby Anderson, Chief Executive Officer via email at [zbt@zbtnational.org](mailto:zbt@zbtnational.org)

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