

Zeta Beta Tau

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

POSITION DESCRIPTION

Position Title: **Growth Coordinator**

Reports To: Director of Organizational Growth

Position Summary:

The Growth Coordinator is a full-time professional staff position that focuses on chapter recruitment training (35%), Prospective Chapter/Chapter support (35%) and expansion support (30%). This staff member is key to the Fraternity's strategic plan, assisting chapters in remote and in-person recruitment support as well as ensuring new and young groups receive proper training on chapter operations and recruitment strategy. 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 50% of the year. Specific responsibilities include the following:

1. Chapter/Prospective Chapter Servicing
 - a. Serve as the primary liaisons to an assigned number of chapters with a focus on recruitment, brand management, and marketing.
 - b. Work with each of the assigned chapters to review current goals, develop new goals, and track progress through the course of each term.
 - c. Establish a communication plan with assigned chapters and maintain ongoing contact.
 - d. Provide remote and on-the-ground support, as appropriate, support year-round in the areas of conduct, operations, recruitment, and education.
 - e. Serve as ZBT International Headquarters' primary point of contact for campus-based Fraternity and Sorority Life professionals working with assigned chapters.
 - f. Be knowledgeable of all areas of chapter and organizational operations to serve as a liaison to advance support.
 - g. Assist chapters in implementation of THE JOURNEY, the Risk Reduction Protocol, appropriate social media use, Standards Board processes, socially responsible recruitment practices, and a fiscally responsible budget.
 - h. Create and provide resources for undergraduates and volunteers as needed.
 - i. Assist chapters in building relationships with the Jewish community and ZBT's strategic partners and philanthropic opportunities (Jewish Women International, Children's Miracle Network, Gift of Life, Zeta Beta Tau Foundation)
 - j. Assist chapters in understanding and successfully achieving accreditation through the Standards of Excellence program
 - k. Other travel may include for staff retreats, conferences, expansions.

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2. Recruitment Support
 - a. Provide support for chapters needing assistance with recruitment.
 - b. Assist the Director of Organizational Growth and Assistant Director of Growth with monthly recruitment-focused support.
 - c. Assist in curriculum design and facilitate recruitment workshops for chapters and prospective chapters.
 - d. Serve as the recruitment coach for an assigned number of chapters/prospective chapters.
 - e. Attend and serve as the ZBT representative at high school recruiting fairs or youth group conventions.
3. Expansion Support
 - a. Serve as on-site support for assigned expansion projects, assisting, as appropriate, with event planning, recruitment, marketing, and interviews.
 - b. Assist in the training of founding fathers as appropriate, including but not limited to officer training, JOURNEY education, and recruitment strategy.
 - c. Conduct site visits, as appropriate, to upcoming expansion sites as part of the expansion preparation process.
4. Other Duties
 - a. Serves on various standing and ad hoc committees.
 - b. Other duties as assigned as needed.
 - c. Coordinators may assist with or specialize in areas such as growth, prospective chapter support, conduct, heritage, finance, leadership, and other areas of successful chapter management.

Qualifications:

- Coordinators must have earned at least a bachelor's degree from an accredited institution of higher learning.
- Good standing membership in Zeta Beta Tau Fraternity is required, and previous involvement as a chapter officer is preferred.
- All candidates must demonstrate a strong understanding of recruitment, chapter management and Zeta Beta Tau's Mission and Credo.
- Candidates should have knowledge in current trends, strengths and threats to the fraternity and sorority 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 Organizational Growth, David Rind, at drind@zbtnational.org.