

Zeta Beta Tau

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

Job Announcement: Growth Project Manager

Reports To: Director of Organizational Growth

Location: Headquarters based in Indianapolis, IN. Travel is a required part of this job and all candidates must be willing to travel significantly to visit chapters and improve the well-being of brothers and chapters. Remote work available when not traveling.

Position Summary:

The Growth Project Manager is a full-time professional staff position that heavily focuses on selling the fraternity experience, specifically prospecting Founding Fathers in the expansion of new groups and recruiting potential new brothers to active chapters. This staff member is key to the Fraternity's organizational growth. Estimated travel is 60% to 70% of the year. The Growth Project Manager will have an incredible opportunity to make connections on dozens of campuses and tour the United States as an expert consultant.

Specific responsibilities include the following:

1. Recruitment and Growth Support
 - a. Serve as on-site leadership for expansion projects, including event planning, recruitment, marketing and one-on-one interviews.
 - i. Provide assistance and support to on-site projects led by the Director of Organizational Growth.
 - b. Lead or assist in the signing of membership contracts and the collection of initiation fees from Founding Fathers.
 - c. Assist in the education and onboarding of Founding Fathers, including but not limited to officer training, brotherhood education and recruitment strategy coaching.
 - d. Conduct site visits with Director of Organizational Growth to upcoming expansion sites as part of the project preparation process.
 - e. Provide support for all chapters (prospective and chartered) needing assistance with recruitment.
 - f. Assist in curriculum design and facilitate recruitment workshops for chapters and prospective chapters.
2. Chapter and Prospective Chapter Servicing
 - a. Teach brothers how to effectively sell the fraternity experience on their campus.
 - b. Assist chapters in recruiting new brothers.
 - c. Assists chapters in developing the franchise of ZBT on their campus.

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- d. Serve as the primary coach to an assigned number of chapters with a focus on recruitment, brand management and marketing.
- e. Work with each of their assigned chapters to review current goals, develop new goals and track progress through the course of each term.
- f. Provide remote and on-the-ground support year-round in the areas of operations, education, conduct, ethics and recruitment.
- g. Serve as ZBT International Headquarters' primary point of contact for campus-based Fraternity and Sorority Life professionals from their assigned chapters.
- h. Be knowledgeable of all areas of chapter and organizational operations to serve as a liaison to advance support.
- i. Assist chapters in brotherhood development, risk reduction, appropriate social media use, membership processes, socially responsible recruitment practices and fiscally responsible budgeting.
- j. Help chapters and brothers build relationships with the Jewish community and ZBT's service partners and philanthropic opportunities (Jewish Women International, Children's Miracle Network, Gift of Life, Zeta Beta Tau Foundation)
- k. Assist chapters in understanding and successfully achieving accreditation through the Standards of Excellence program.

Other opportunities may be available. Additional travel may include for staff retreats, conferences or programs.

Qualifications:

- Must have the ability to make independent decisions of significant matters as it relates to marketing and selling the fraternity experience.
- All candidates must demonstrate a strong understanding of sales, recruitment and chapter operations functions.
- Candidates must have an appreciation for Zeta Beta Tau's Mission and Credo and be a champion for a Jewish fraternity experience.
- Growth Project Managers must have earned a bachelor's degree from an accredited institution of higher learning.
- Good standing membership in Zeta Beta Tau Fraternity is strongly preferred. Membership in a different fraternity or sorority may be considered for the right candidate.

How to apply:

Submit a resume and cover letter to ZBT Director of Organizational Growth Chris Williams via email at cwilliams@zbtnational.org. Applications will be accepted on a rolling basis until the position is filled.