

Zeta Beta Tau

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

Position Title:	Director of the Alumni Experience
Reports to:	Chief Experience Officer
Salary Range:	\$50,000-\$55,000
Location:	Headquarters based in Carmel, IN. Travel is a required part of this job, and all candidates must be willing to travel significantly. Remote working options could be considered.

About Zeta Beta Tau Fraternity

Zeta Beta Tau Fraternity was founded in 1898 in New York City and is the world's oldest and largest Jewish fraternity. The Fraternity maintains its status in the Jewish community while welcoming all men of good character as brothers. ZBT was the first fraternity to abolish pledge practices and promotes continuous education and equal accountability for all brothers as part of its Brotherhood for a Lifetime.

Position Overview

The Director of the Alumni Experience will implement the goals and objectives outlined in the Zeta Beta Tau strategic plan to create a true lifelong fraternity experience focused on professional development, volunteer development, and engagement. They will serve as the primary Headquarters contact for advisors, volunteers, and alumni. This position is part of the directors' leadership team. Frequent travel is required.

Position Responsibilities

Alumni Engagement

- Plan, implement, and promote alumni programs/events that support the goals of the organization.
- Collaborate and actively communicate with our partners at all ZBT entities, including the Zeta Beta Tau Foundation and the National Housing Corporation.
- Execute events in major alumni markets geared toward increasing engagement and support of ZBT initiatives.
- Assist, develop, and support regional alumni clubs (both regional and chapter specific) in ZBTs top major cities.
- Establish and build relationships with a wide range of alumni, locally, regionally, nationally and internationally; maintain regular communication with alumni via direct contact, email, alumni web pages, and print publications.

Zeta Beta Tau

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

- Serve as the primary point of contact and resource for alumni associations/chapters. Assist alumni associations/chapters with administrative needs, various requests, and coaching support.
- Collaborate with the Chief of Staff to create a communications calendar for alumni that inspires their engagement.
- In partnership with the Chief of Staff, support the Fraternity's social media program and serve as a communications point person when directed.
- Manage the undergraduate mentorship program as outlined in the strategic plan.
- Maintain constant data sets, points, and records related to alumni/advisor/volunteer engagement.
- Create initiatives that prepare undergraduates for their transition to alumni brother status.
- Connect undergraduates to alumni and/or partners when requested.
- Create and manage revenue generating opportunities and programs.

Advisor and Volunteer Management

- Recruit, appoint, and train new advisors and volunteers as part of a comprehensive volunteer lifecycle, including the proactive identification of needs, rotation of roles, evaluation of volunteer performance, and execution of solutions to fill vacancies.
- Provide support and coaching to advisors, advisory boards, and volunteers.
- Develop and foster relationships with constituencies critical to the success of chapters, including alumni associations/chapters, housing corporations, and campus-based professionals. This will require the utilization of verbal and written communication during in-person and virtual interactions.
- Collaborate with the Organizational Growth Department to ensure operational success of volunteers for new chapters.
- Collaborate with all ZBT entities to recruit advisors. Encourage advisor engagement with the Zeta Beta Tau Foundation.
- Train undergraduates on how to form and maintain a strong working relationship with their advisors, volunteers, and alumni.
- Recruit volunteers to serve on various committees, facilitate educational programs, and participate in the Fraternity conduct process.
- If assigned by the Undergraduate Experience team, serve as a Chapter Coach.
- Other opportunities as assigned.

Zeta Beta Tau

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

Qualifications

Education: Bachelor's degree from an accredited institution. Master's degree preferred.

Relevant Experience: Four to five years of professional experience is required. Preference will be given to candidates who have professional experience within the fraternity/sorority industry. Alumni engagement and/or development experience is preferred.

Other Requirements: Membership in Zeta Beta Tau Fraternity is preferred but not required. Must have an appreciation for the Jewish community and an intolerance for hate.

The selected candidate will have the opportunity to:

- Work with a fun, inspirational, experienced, dedicated and forward-thinking team of professionals.
- Receive a benefits package which includes medical, dental, and vision insurance, matching 401(k) opportunity, generous time off, a commitment to your personal and professional development and the chance to travel and a work environment that values our people.
- Play a pivotal role in the cultivation and pursuance of the Brotherhood for a Lifetime experience.
- Interact with a board of directors who are among the best staff support network in the industry.

If interested, please submit a resume and cover letter to Chief Experience Officer, Ricky Kirby at rkirby@zbtnational.org.