

# Zeta Beta Tau

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

Position Title:	<b>Assistant Director of Organizational Growth</b>
Reports To:	Director of Organizational Growth
Salary:	\$43,000-\$47,000 Bonus opportunities may be available based on experience and performance.
Location:	Remote with significant travel requirements. Headquarters is based in Carmel, IN.

## 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 Assistant Director of Organizational Growth is a full-time professional staff position that focuses on chapter recruitment training (10%), supporting prospective chapters (20%), and implementing the expansion plan (50%). This staff member is critical to ensuring sustainable growth and strong expansions to new institutions. Travel is a required part of this job, and all candidates must be willing to travel extensively to conduct chapter visits and lead expansions. Estimated travel is 45% of the year.

Specific responsibilities include the following:

### *Chapter Recruitment Training (10% of time)*

- a. Work with targeted chapters on recruitment strategy and execution.
- b. Provide on-the-ground support, as appropriate, with specific chapters.
- c. Assist in curriculum design and facilitate recruitment workshops for chapters and prospective chapters.
- d. Coordinate large-scale training on different aspects of recruitment operations. Provide support for all chapters (prospective and chartered) needing assistance with recruitment.

### *Prospective Chapter Support (20% of time)*

- e. Serve as the chapter coach and primary contact for assigned chapters--assisting with recruitment, standards, operations, and chartering (if applicable).
- f. Provide regular updates on the chartering progress of all prospective chapters.
- g. Document each visit in a thorough and timely manner, sending a summary with resources to all appropriate audiences.

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## *Expansion Support (50% of time)*

- a. Serve as on-site leadership for expansion projects, including event planning, recruitment, marketing and one-on-one interviews.
- b. Serve as the primary contact for prospective members, founding fathers, and the institution for all expansion site affairs.
- c. Aid and support on-site projects led by the Director of Organizational Growth.
- d. Lead or assist in the signing of membership contracts/agreements and the collection of initiation fees from Founding Fathers.
- e. Assist in the education and onboarding of Founding Fathers, including but not limited to officer training, brotherhood education and recruitment strategy coaching.
- f. Conduct site visits with Director of Organizational Growth to upcoming expansion sites as part of the project preparation process.

## *Other Opportunities as Assigned (10% of time)*

### **Qualifications**

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

*Relevant Experience:* Two to four years of professional experience with fraternities/sororities, association management, and/or sales is preferred.

*Other Requirements:* Membership in Zeta Beta Tau Fraternity is preferred but not required. Some nighttime and weekend work will be 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, the chance to travel and a work environment that values our people.
- Play a pivotal role in the development of college students as they live and learn, become leaders on their campuses and in their communities and work toward changing the world.
- Develop as an individual and professional, including the opportunity for the right candidate to grow within the organization.

If interested, please submit a resume and cover letter to Chief Finance and Human Resources Officer Shelley Laflin at [slaflin@zbtnational.org](mailto:slaflin@zbtnational.org)