

Zeta Beta Tau

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

Position Title: **Growth Project Manager**
 Reports To: Director of Organizational Growth
 Salary Range: 38,000 - 45,000
 Exempt (Yes or No): Yes. (Outside Sales)
 Location: Headquarters based in Carmel, IN. Travel (50%-70% of time) is a required part of this job, and all candidates must be willing to travel. 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 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 growth consultant.

Recruitment and Growth Support

- Serve as on-site leadership for expansion projects, including event planning, recruitment, marketing and one-on-one interviews.
 - Provide assistance and support to on-site projects led by the Director of Organizational Growth.
- Lead or assist in the signing of membership contracts and the collection of initiation fees from Founding Fathers.
- Assist in the education and onboarding of Founding Fathers, including but not limited to officer training, the value of ZBT's brand, brotherhood education and recruitment strategy coaching.
- Conduct site visits with Director of Organizational Growth to upcoming expansion sites as part of the project preparation process.

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- Provide support for all chapters (prospective and chartered) needing assistance with recruitment.
- Assist in curriculum design and facilitate recruitment workshops for chapters and prospective chapters.

Chapter and Prospective Chapter Support

- Teach brothers how to effectively sell the fraternity experience on their campus.
- Assist chapters in recruiting new brothers.
- Assists chapters in developing the franchise of ZBT on their campus.
- Serve as the primary coach to an assigned number of chapters with a focus on recruitment, brand management and marketing.
- Work with each assigned chapter to review current goals, develop new goals and track progress through each term.
- Provide remote and on-the-ground support year-round in operations, education, conduct, ethics and recruitment.
- Serve as ZBT International Headquarters' primary point of contact for campus-based Fraternity and Sorority Life professionals for assigned chapters.
- Be knowledgeable of all chapter areas and organizational operations and understand who the best existing ZBT staff member is to best educate and support chapters in those specific areas.
- Assist chapters in brotherhood development, risk reduction, appropriate social media use, membership processes, socially responsible recruitment practices and fiscally responsible budgeting.
- 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)
- Assist chapters in understanding and successfully achieving accreditation through the Standards of Excellence program.

Other opportunities as assigned by the Chief Experience Officer and Director of Organizational Growth.

Qualifications

Education: Bachelor's degree from an accredited institution.

Relevant Experience: Experience working with college students. Preference will be given to candidates who have membership and professional experience within the fraternity/sorority industry. Preference will also be granted to candidates with experience in association management, higher education, student affairs, conduct, and/or counseling.

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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.
- The opportunity to 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