



ENGINEERS | ARCHITECTS | SCIENTISTS

"In order to have a better world, we must first have a world of better men."
- Herb Scobie minn32

Position Description

Assistant Director of Chapter Development

Location: Plainfield, Indiana

Reports to: Director of Chapter Development

The Assistant Director of Chapter Development is our front-line representative to active and alumni chapters nationwide. A combination of business consultant, educator, coach and cheerleader, the AD works closely with chapter leadership to assess chapter health and stability, identify opportunities, deliver educational programming and offer support and assistance to help chapters achieve their goals.

The perfect candidate has been a chapter leader, is a good communicator, is organized and disciplined, and has a strong understanding of basic chapter operating principles. He is an individual chapter members can trust and confide in, who is close enough to the active experience to be relevant to our active members, while also mature enough to guide them in making good decisions.

Primary Responsibilities:

- Serve as a liaison with chapters/colonies and local alumni by conducting visits each academic year.
- Serve as primary resource for chapter growth programming to assist in recruitment and retention.
- Complete a consultation/summary report that includes a follow-up plan of action for each visit that is shared with the chapter, alumni volunteers, campus Greek life staff and other constituents.
- Collect and update important administrative data for reporting purposes (i.e. forms, fees, rosters, officers, etc.).
- Mentor and coach the chapter/colony officers by evaluating their duties, analyzing current challenges, and developing action plans.
- Conduct a variety of educational workshops in person and online for active and alumni members.
- Assist chapters/colonies and alumni as it relates to TriangleConnect software services.
- Complete administrative tasks (time sheets, visit reports, expense reports, etc.) in a timely manner.
- Participate and support key programs/initiatives (i.e. Fraternity Strategic Plan, Leadership & Training Weekend, Scobie Leadership School, Biennial Convention, etc.).
- Support team members, alumni volunteers, National Council, Triangle Educational Foundation, Triangle Building and Housing Corporation with key projects and strategic initiatives.
- Represent Triangle to internal and external audiences during work-related travel and event attendance, professional development conferences and interfraternal events.
- Other duties as assigned by the Director of Chapter Development or Executive Director.

Expansion to New Campuses:

- Recruit colony members through in-person, on-campus presence and referrals.
- Recruit alumni and faculty support for expansion efforts.
- Ensure the successful installation of colonies and provide operational and growth support to recently installed chapters to ensure long-term viability and success.
- Establish clear colony expectations and installation objectives to guide the Fraternity's decision in recognizing colonies and help establish the accompanying timeline for a colony installation.

Qualifications:

- Triangle Fraternity membership is preferred.
- Proven experience in marketing and fraternity recruitment.
- An understanding of healthy chapter operations model(s).
- An understanding of higher education, college students, and alumni volunteers.
- Excellent written and verbal communication skills.
- Excellent organization and time management skills.
- Ability to work well in a small staff environment and remotely.
- Competency in Microsoft Office suite and general computer literacy.

Education Requirements: Bachelor's degree required.

Travel: Frequent travel will be required, including extended trips for some campuses.

Compensation:

- Competitive salary in the fraternity industry.
- Premiums paid for health insurance after 90 days.
- Simple IRA plan offered after 1 year of employment.
- Cell phone expense; Work laptop computer provided.
- Relocation expenses (negotiable).

Application Process: Resumes will be accepted until the position is filled. To apply, send a cover letter, resume, and list of three professional references to:

Tom Pennington
Triangle Fraternity
120 S. Center Street
Plainfield, IN 46168
Tom@Triangle.org

Application for employment is not a promise or guarantee of employment.