



Position Description

Assistant Director for Chapter Growth

Location: Remote
Reports to: Director of Growth and Expansion
Experience: Entry-Level with some Sales/Marketing/Recruitment history
Work Type: Full Time - Temporary (One- or Two-Year Position)

Triangle Fraternity seeks two special individuals to manage enterprise growth within our undergraduate chapters. The successful candidates will be a vital part of our growth team and work hands-on with undergraduates across the nation. If you know recruitment and have a strong track-record of growth success, this is a job where you can make a big impact in a mid-sized organization and build a personal record that will lead to bigger opportunity in your future.

Responsibilities: The Assistant Director for Chapter Growth (ADCG) will serve as the front-line staff member on Triangle's initiatives regarding growth activity within our current chapter base and broader initiatives and programs of the Fraternity as necessary.

Specific Duties:

- Train and support undergraduates in recruitment strategies and tactics.
- Develop strong recruitment culture within campus chapters and active leadership.
- Assess campus recruitment skills and resources; Improve through programs and education.
- Work with chapter alumni and advisory teams to train and support them in recruitment assistance.
- Develop strategies to increase public relations and visibility in the campus community, including digital marketing and social media outreach.
- Be an active member of the Fraternity's growth and leadership team and support the Director of Growth and Expansion, as necessary.
- Work collaboratively with the Director of Alumni Engagement and Stewardship to recruit and train an alumni advisory team for each chapter/colony.
- Foster relationships with campus professionals and industry colleagues to ensure the future growth of the organization.
- Support and assist other staff members in the provision of quality services and resources to alumni and undergraduates.
- Develop strategies that support the vision set forth by the National Council.
- Assist in successfully charter current established colonies and provide operational and growth support to recently chartered chapters to ensure long-term viability and success.
- Regular travel and training to serve area chapters for education, assessment and consulting visits.

Internal Relations: As part of the Chapter Support Team, the ADCG will be responsible in assisting the Director of Growth and Expansion with Triangle's Growth Success Program.

External Relations: This position will have regular contact with undergraduate members, alumni advisors, house corporation board members, national/regional volunteers, and campus faculty/staff.

Qualifications:

- A proven track record of successful recruitment and growth activity with a national fraternal or similar organization or undergraduate experience is preferred.
- The position requires outstanding interpersonal skills, time management abilities, and project management skills with pragmatic results orientation.
- A bachelor's degree from an accredited institution of higher learning is required.
- Willingness and ability to travel frequently and for extended periods of time when needed, including many nights and weekend commitments and some holidays.
- Strong work ethic, initiative and self-discipline is required.
- Fraternity/Sorority membership is required; Triangle membership is preferred.

Compensation:

Triangle Fraternity offers competitive salary in the fraternity industry. Full-time employees are eligible for health/dental/vision insurance after 90 days and a Simple IRA plan with company match is offered after 1 year of employment. Triangle pays health care premiums plus a contribution to your HSA to help with the deductible. Computer hardware/software is provided as required for the position, as well as a small stipend for cell phone. Bonus/Incentive structure based on performance.

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:

Jim Phillips

Triangle Fraternity
120 S. Center Street
Plainfield, IN 46168
jim@triangle.org