# Chi Psi Fraternity

## Chi Psi Fraternity:

Chi Psi is a Fraternity of gentlemen devoted to the personal and collective needs of its members. A selective association of diverse individuals, 1900 Active Members, nearly 30,000 Living Alumni with currently 34 Active Alphas. We are dedicated to cultivating a unique environment that instills a lifelong commitment to Brotherhood.

**Position Title:** Growth Coordinator

**Reports To**: Executive Director, #23

**Employment Type:** Full Time

## Position Summary:

The growth position will directly oversee the organization's short-term and long-term growth priorities through recruitment coaching of Alphas and alumni, recruitment technology management, extension planning and implementation, and long-term prospective institution outreach. This role requires a proactive leader with a strong background in growth-related activities, preferably within the fraternity and sorority industry, and the ability to perform with a high degree of autonomy.

## Key Responsibilities:

Fraternity Growth Advising and Execution:

- Implement the overall strategic direction for recruitment, retention, and growth of the organization
- Work in collaboration with the Alpha Success Advisor team to develop individualized recruitment and growth strategies and effective implementation plans for Alphas
- Individually coach Alpha recruitment chairs/committees on recruitment standard operating procedure
- Complete growth-priority visits as needed, but especially around key recruitment periods
- Review and refresh informal learning resources like position manuals and best practice documents
- Establish volunteer support and train volunteer alumni leaders on recruitment best practices
- Create engaging programming experiences for Educational Trust in-person Leadership Events

Establishment of new/re-establishment of dormant Alphas

- Revise Chi Psi Fraternity's list of high-priority targets for extension in the short and long term
- Conduct proactive outreach to potential host institutions for future extension projects
- Attend the Association of Fraternity/Sorority Advisors annual meeting to network with campus representatives
- Benchmark Chi Psi's extension model against relevant peer organizations
- Direct oversight of all phases of extension projects, including the hiring and training of employees, extension project plan and budget development, expense approvals, and coordinating supplemental support from other staff

At-risk Alpha Support

- Serve as the organization's point-of-contact for 2-4 Alphas deemed "at-risk" on an annual basis
- Coach leaders and teams of at-risk groups to drive cultural change and recruitment mentality
- Maintain records on key deliverables and success metrics
- Provide in-person support during the recruitment period/process at each Alpha as scheduling allows

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Membership Statistics

- Track the year-over-year growth and retention by Alpha and organizationally
- Flag positive or negative trends related to Alpha size

- Research the Ideal Alpha Size at each host institution in collaboration with local communities and alumni leaders
- Regularly track optimal usage of growth technology for coaching conversations

Vendor Management

- Maintain contact with PhiredUp, Chi Psi's industry partner in recruitment technology
- Complete quarterly evaluations of PhiredUp technology
- Meet with PhiredUp team representatives as needed to review usage and receive best practices
- Attend PhiredUp trainings, events, and conferences as needed

Other Duties as Assigned

## Essential Job Functions: (% of time, estimates)

- Fraternity Growth Advising and Execution [40%]
- Extension [20%, will shift depending on active project/s]
- At-risk Alpha Support [20%]
- Membership Statistics [10%]
- Vendor Management [10%]

## Work Location and Arrangement:

- Location: Nashville, TN preferred
- Hybrid and remote applicants are considered
- Relocation assistance available
- This position is expected to be "in-office" Monday – Friday, 9 am – 5 pm CT.
- This position requires frequent travel for visits, events, and conferences

## Compensation and Benefits:

- Compensation is commensurate with experience and industry familiarity.
- This position is eligible for Chi Psi's discretionary bonus program (0-10% for first year)
- Health, Dental, and Vision Insurance (100% employer-covered)
- Monthly cell-phone allowance
- 401k matching program (employer matches up to 5%, after 6-months on staff)
- Paid time off, family leave, sick leave
- Flexible work schedule and environment

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## Qualifications:

- Bachelor's degree
- Experience in a Greek Letter Organization preferred
- Experience using a Customer Relationship Management platform preferred
- Proficiency in using the Microsoft Suite of products
- Excellent organizational, communication, and leadership skills.
- Ability to travel as needed for organizational events and meetings.

## Requirements:

- The applicant MUST have strong communication (verbal/non-verbal), organization, and computer skills.
- The applicant MUST have a valid driver's license, a clean driving record, and the ability to use and operate their own vehicle.
- The applicant MUST be willing to travel as frequently as deemed necessary and submit timely expense reports.
- In the absence of performance issues, the applicant is expected to serve in this role for at least two years.
- [If a Chi Psi member] The applicant MUST be in good standing with the National Fraternity and carry no outstanding balance to the Fraternity or their Alpha before their start date.