

JOB DESCRIPTION

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Title: Assistant Director of Chapter Development

Reports to: Senior Director of Chapter Development

Work schedule: Regular business hours

Education required: Bachelor's degree

Experience required: 1-2 Years of Professional Business Experience

Knowledge of international fraternity operations

Good working knowledge of the standards, policies, and *The Constitution and Bylaws of Theta Chi Fraternity, Inc.*

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Summary of duties and responsibilities

The Assistant Director of Chapter Development is a Theta Chi brand representative and chapter portfolio manager challenged to tackle problems using creative problem-solving, networking, and conflict resolution skills.

The Assistant Director of Chapter Development measures chapter successes using the Chapter Assessment, continually coaching, and providing opportunities for appropriate improvements. The Assistant Director of Chapter Development is looked to as a role model, teacher, mentor, and an expert in "all things Theta Chi."

The Assistant Director of Chapter Development will be assigned a network of chapters for which he/she is responsible. This position may require irregular work hours for the completion of projects and meetings.

Each applicant, upon interview, must submit a Motor Vehicle Record request and be approved by Theta Chi's insurance provider.

The Assistant Director of Chapter Development shall perform any other duties as may be assigned.

Performance-based bonus potential is available.

Frequent travel is required for this position.

Essential functions and responsibilities

- Maintain portfolio of chapters and progress within all areas of the Chapter Assessment
- Hold regular virtual meetings/consultations with chapter officers, chapter members, alumni and campus administrators

- Serve as primary point of contact for assigned chapters within portfolio
- Hold regular virtual meetings/consultations with chapter officers, chapter members, alumni, and campus administrators
 - At least bi-weekly contact with each assigned chapter via zoom, phone, or in-person
 - At least one in-person visit per fiscal year
- Ensure increases in aggregate Chapter Assessment scores for all assigned chapters
- Coach chapters in the achievement of growth goals/coaching as determined by the Senior Director of Growth
- Resolve any chapter financial and membership delinquencies
- Ensure compliance with Tightrope participation
- Track Sacred Purpose programming and event management
- Maintain relevant Chapter Advisory Board communication and participation

Limitations

The Assistant Director of Chapter Development shall:

- Act at all times in accordance with *The Constitution and Bylaws of Theta Chi Fraternity, Inc.*, *The Ritual of Theta Chi Fraternity*, all resolutions and directives from the Grand Chapter and Chief Executive Officer, and all federal, state, and local laws
- Conform at all times to the *Theta Chi Fraternity International Headquarters Employee Manual* and other policies implemented by management
- Not commit or expend financial resources in excess of annual budgets without prior consent of the Chief Executive Officer
- Not execute any binding contract on behalf of the Fraternity without receiving prior consent of the Chief Executive Officer
- Not hire or terminate employees without receiving prior consent of the Chief Executive Officer
- Notify and receive consent of Chief Executive Officer before submitting any proposals or requests to the Grand Chapter or any other committee or governing board
- Receive consent of the Chief Executive Officer before making any statement to the media