

## JOB DESCRIPTION

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**Title:** Growth Specialist

**Reports to:** Senior Director of Growth

**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.*

**Start date:** Flexible

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### Summary of duties and responsibilities

The Growth Specialist is a Theta Chi brand representative specializing in areas of recruitment and new chapter/colony formation. The Growth Specialist is responsible for the preparation and execution of establishing new or re-emerging Theta Chi chapters/colonies.

The Growth Specialist achieves results-driven growth goals and assignments for Theta Chi's new and existing chapters, alike. The Growth Specialist position is akin to a career in sales, marketing, and business management.

Success for the Growth Specialist shall be based upon achieving growth metrics, goals, and quality of training according to established project timelines.

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

The Growth Specialist 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

- Perform pre-project preparation (virtual and on-campus) for Theta Chi growth and expansion projects
- Recruit and educate charter members of new chapters/colonies
- Recruit and educate Colony/Chapter Advisers for new chapters/colonies
- Coach new colonies/chapters in the achievement of growth goals/coaching as determined by the Senior Director of Growth

- Establish baseline operations and training for new colonies/chapters
- Educate Recruitment Chairmen of new and existing colonies/chapters
- Ensure compliance with Tightrope participation
- Maintain relevant Colony/Chapter Advisory Board communication and participation
- Applicant, upon interview, must submit a Motor Vehicle Record request and be approved by Theta Chi's insurance provider.
- Having a reliable vehicle for travel is required

## **Limitations**

The Growth Specialist 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