

JOB DESCRIPTION

Title: Assistant Director of Growth

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

Summary of duties and responsibilities

The Assistant Director of Growth shall assist the Senior Director of Growth in developing and implementing the Fraternity's growth initiatives.

Under the direction of the Senior Director of Growth, the Assistant Director of Growth shall assist in training the Growth Specialists to conduct effective recruitment programming for the benefit of the Fraternity's Chapters, Colonies, and Interest Groups. Under the direction of the Senior Director of Growth, the Assistant Director shall participate in conducting expansion training for the Growth Specialists.

Under the direction of the Senior Director of Growth, the Assistant Director of Growth will provide day-to-day supervision and direction to assigned Growth Specialists conducting on site expansion projects and advising colonies.

The Assistant Director of Growth shall maintain a working relationship with all key colony officers and advisers.

The Assistant Director of Growth shall assist in the execution of an annual conference designed to improve the recruitment performance of Chapters, Colonies, and Interest Groups.

The Assistant Director of Growth shall assist the Senior Director of Growth in remaining current on all fraternal recruitment and expansion trends and making appropriate updates to Theta Chi's programming and educational materials.

The Assistant Director of Growth shall continuously monitor all Colonies and Interest Groups and with the assistance of local alumni and volunteers, facilitate the attainment of Chapter status. The Assistant Director shall monitor and maintain regular communications with all Chapters installed within the previous five years

to ensure continued success. The Assistant Director shall ensure the recruitment and training of qualified advisers for all Colonies and Interest Groups.

The Assistant Director of Growth shall facilitate the scheduling of regular meetings with Colonies and Interest Groups and any related regular meetings with university administrators. The Assistant Director shall organize and maintain preparations for any onsite or in-person ceremonies and/or meetings between the Colonies, Interest Groups and the Fraternity (including, but not limited to: re/colonization, re/installation, Initiation Week).

The Assistant Director of Growth shall assist the Senior Director of Growth in the solicitation of invitations to establish Chapters on campuses where Theta Chi is not presently represented. The Assistant Director shall promptly follow-up on all inquiries from potential Interest Groups to assess viability and, if appropriate, guide towards achieving Chapter status.

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

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

Frequent travel is required for this position.

Limitations

The Assistant Director of Growth 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