



PHI GAMMA DELTA INTERNATIONAL HEADQUARTERS

JOB DESCRIPTION

Job Title: Director of Fraternity Growth

Classification: Exempt

Supervisory Relationships: This position reports to the Assistant Executive Director. This position does not have any direct supervisory responsibilities.

Position Summary: The Director of Fraternity Growth manages all activities related to growth of the Fraternity. This includes overseeing all expansion efforts and opportunities, as well as supporting undergraduate chapters and colonies in their recruitment efforts.

Qualifications:

- Bachelor's degree required.
- At least two years of professional work experience required.
- Membership in Phi Gamma Delta or another fraternity/sorority strongly preferred; basic knowledge of Greek life required.
- Experience with sales and/or recruitment support strongly preferred.
- Must possess excellent written, verbal and interpersonal skills.
- Must be a self-starter, highly organized and detail-oriented.
- Ability to manage multiple projects simultaneously.
- Capability to learn the Fraternity's database software (Raiser's Edge).

Key Responsibilities:

The core responsibilities for this position are outlined below and may change from time to time in accordance with Phi Gamma Delta's needs. Additional duties may be assigned as needed.

Fraternity Expansion:

- Identify and maintain relationships with colleges and universities to promote the opportunity for the Fraternity to establish local chapters.
- Manage and continuously evaluate the Fraternity's expansion application and presentation process to (re)establish local chapters.
- Coordinate and communicate with the Fraternity's graduate brothers and volunteers on expansion prospecting and processes.
- Manage and continuously evaluate the Fraternity's on-campus expansion recruitment process.
- Develop and manage budgets for all expansion projects.
- Train, develop, coach and assist the Field Secretary staff (consultants) with the execution of the Fraternity's expansion efforts.

Chapter Growth:

- Provide support and training to chapters and colonies on the fundamentals of undergraduate recruitment through the implementation of the Fraternity's Growth System.
- In consultation with the Senior Director of Chapter Support and the Directors of Chapter Services, identify and coach chapters in need of additional growth and recruitment support.

- Serve as the primary contact for PhiredUp/TechniPhi and lead the Fraternity's efforts in full implementation of ChapterBuilder.
- Serve as the lead for recruitment education training at the Fiji Academy.
- Assist in analyzing data to make informed decisions around the growth of chapters and the Fraternity.

The Summit:

The Summit is the Fraternity's in-person training opportunity for Recruitment Chairmen and New Member Educators.

- Plan The Summit – recruitment chair track in collaboration with the Senior Director of Chapter Support and Director of Education.
- Assess the event to determine impact of attendance.

Travel

- Occasional evening/weekend work is required with this position.
- Moderate travel is anticipated.