



Chi Phi Fraternity

Building Better Men

Founded December 24, 1824

Expansion Specialist

Chi Phi Fraternity is currently searching for an Expansion Specialist.

Job Summary

The Expansion Specialist is primarily responsible for the external growth of Chi Phi and to provide administrative oversight of the expansion process.

Job Responsibilities

- Work with Director of Growth and Alumni Services to further the external growth and expansion efforts of the Fraternity
- Plan and execute two expansion projects each semester (paired with another staff member) through serving as the representative on campuses where the Fraternity has initiated the process of forming new Colonies including leading all recruitment activities, meeting with potential members and assessing their candidacy, interaction with campus officials, students, and Greek organizations, forming and maintaining relationships with all expansion constituents.
- Become proficient in recruitment theory and practice with expert knowledge and understanding of Chi Phi's Values-Based Recruitment Program, its related components, and the ability to train and coach Chapters, Colonies, and Alumni on its use and implementation
- Assist the Director of Growth and Alumni Services in researching and contacting potential colleges and universities targeted for expansion to include presentations, site visits, interest group development, and Alumni outreach and training
- Maintain regular contact with Director of Growth and Alumni Services, the Colony, Alumni, and all key constituents involved in the development, progress and growth of the expansion efforts
- Work as a staff liaison to host institutions
- Maintain a positive professional reflection upon the Fraternity
- Identify Chapters for recruitment assistance
- Maintain and support the values and ritual of Chi Phi Fraternity
- Adhere to Chi Phi Fraternity policies including Personal Safety Policy

Qualifications:

- Bachelor's Degree required, Masters in College Student Personnel, Higher Education Administration or a related field is preferred
- Excellent communication and presentation skills, both written and oral
- Comfortable presenting in front of large groups
- Intermediate to Expert level working with PowerPoint and/or Keynote
- Team-oriented philosophy with the ability to handle multiple projects at a time
- Self-motivated; able to work without supervision during Colony development visits and other work trips
- Able to identify Colony strengths and areas of improvement, provide feedback and follow-up to develop strategies for creative problem solving
- Strong organizational skills, decision making skills, and multi-tasking ability
- Confidence in guiding/advising/supporting peers.
- Ability to travel as needed (up to 80%) with no overnight or extended trip limitations
- Previous experience as a Chapter Leadership Consultant and Fraternity or Sorority membership is highly preferred

This full time professional must be based out of the Chi Phi National Office in Suwanee, GA (Atlanta Metropolitan Area) and reports to the Director of Expansion and Alumni Relations. This position offers a significant opportunity to travel the country (up to 80%) and to affect positive change in a vibrant, growing organization that team members truly care about. This position provides opportunity to hone consulting, managerial, and communications skills. The Expansion and Colony Specialist will also gain significant hands on experience in business administration, not-for-profit management, and student development.

The Fraternity pays all premiums for medical, dental and vision benefits, disability, the maximum allowable travel per-diem allowance, and cell phone expenses. The position also offers generous vacation and sick time in addition to salary.

Interested and qualified applicants should submit a resume and cover letter to Chi Phi's Director of Expansion and Alumni Relations, Barbrie Berris at berris@chiphi.org.