



COORDINATOR OF EXPANSION

PRIMARY RESPONSIBILITIES

- Coordinate and conduct at least one successful expansion per semester that meets and exceeds all expectations and aligns with institution policies.
- Implement and execute 30 days out strategy for successful expansions.
- Successfully prepare and prospect for expansions in timeline provided by supervisor.

BASIC RESPONSIBILITIES

- Be present and actively engaged, either physically or on a Zoom call, for all 1:1 conversations, area meetings, staff meetings, etc.
- Submit semi-annual performance plans with projected areas of professional development and evaluation.
- Remain engaged during weekly structured area meetings to evaluate success of current tactics and make necessary adaptations. All Expansion staff should be present.
- Assist in reviewing all expansion resources annually.
- Assist with major Educational Programming such as Elevate - International Leadership Conference and Grand Chapter.
- Assist with summer recruitment and/or recruitment assistance, as needed.
- Cultivate and maintain positive relationships and demonstrate excellent customer service with all of our constituent groups, including undergraduates, alumni, parents/family members and University partners.
- Operate within the approved budget.
- Other projects as assigned.

DESIRED COMPETENCIES

- Responsibility
- Results Oriented
- Persuasive Communication

BENCHMARKS FOR EVALUATION

- Reported initiates/Membership Agreements
- Expansion efforts meeting benchmarks

Organizational Breakdown: Fraternity 100%/Foundation 0%
Breakdown: 20% Fundable