

ΑΣΦ

ALPHA SIGMA PHI

alphasig.org

COORDINATOR OF GROWTH

PRIMARY RESPONSIBILITIES

- Coordinate and conduct at least three successful growth visits per semester that meet and exceed all expectations and align with institution policies.
- Implement 30 days out strategy for successful growth visits.
- Successfully prepare and prospect for growth visits in timeline provided by supervisor.
- Provide coaching, guidance and advising to chapter/provisional chapter leadership.
- Build positive relationships with undergraduates of our chapters (officers & non-officers).

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 Growth staff should be present.
- Assist in developing all recruitment materials.
- Assist in reviewing all growth 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

- Results Oriented
- Persuasive Communication
- Building Collaborative Relationships

BENCHMARKS FOR EVALUATION

- Reported initiates/Membership Agreements
- Growth efforts meeting benchmarks

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

ALPHA SIG

1845

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