



DELTA CHI HEADQUARTERS

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Recruitment & Growth Coordinator

Position: Recruitment & Growth Coordinator

Status: Full-time position

Reports to: Director of Field Operations & Growth

Location: Indianapolis or Remote

Travel: 4-6 months a calendar year

Start Date: As Soon As Possible

Guided by the Fraternity's four core values, Friendship, Character, Justice, and Education, Delta Chi strives to ensure that our members have a meaningful fraternity experience that positively contributes to both their lives and the lives of others.

Position Summary:

The Recruitment & Growth Coordinator is tasked with overall management and advancement of recruitment and retention practices within the Fraternity and supporting chapters and colonies in membership development. The coordinator is responsible for strategic initiatives related to membership enhancement of the fraternity and is charged with collaborating with stakeholders to create resources, provide in-person support, and manage chapters not meeting minimum standards for size.

Position Responsibilities:

- Support Delta Chi chapters in recruitment and retention processes to achieve the goals set forth by the Fraternity's strategic plan
- Oversee, plan, and implement Delta Chi reboot/ early suspension release projects
- Support Field Operations team with recruitment, retention, and expansion training
- Support expansion recruitment processes through on-the-ground implementation and continual virtual support
- Develop recruitment and retention resources to support chapters and colonies
- Work with the Field Operations Directors to identify chapters in need of additional recruitment support/training
- Manage and support chapters on minimum standards for membership size
- Support chapters and colonies in creating and implementing marketing campaigns for recruitment
- Support growth, retention, and recruitment strategic initiatives
- Collaborate with the Membership Coordinator to assess and analyze recruitment and retention data
- Create and provide in-person recruitment, branding, member development, retention, and brotherhood training/workshops to chapters and colonies
- Support Delta Chi Regents and Vice Regents in staying up-to-date and skilled in recruitment best practices
- Identify trends in retention amongst chapters and colonies

Qualifications:

- Bachelor's degree required
- Membership in a fraternity or sorority
- Experience in creating and implementing recruitment resources and tactics
- Proficiency in creating and delivering trainings in recruitment practices, strategies, and planning
- High attention to detail
- Strong time management and project management skill-set
- Team-oriented philosophy with the ability to handle multiple projects at a time
- Must be able to travel to destinations and willing to work evening and weekend functions as necessary

- Ability to work independently while remaining motivated
- Proficiency with Microsoft Office Suite programs, Canva, and social media platforms

To Apply:

Please submit a resume and a cover letter articulating your interest. Include your salary expectations in your cover letter. Electronic applications will be accepted until the position is filled.

All materials must be sent to:

Jerod Breit
Executive Director
jbreit@deltachi.org
463-207-7200