

Title: **Director of Growth**

The Position: The Director of Growth is responsible for researching, developing and securing expansion commitments with partner institutions, cultivating relationships with interest groups, and supporting new and struggling chapters on operational issues, especially those around growth and recruitment. Reporting to the Executive Director, additional duties and responsibilities include, but are not limited to:

Chapter Services

- Traveling to chapters to provide guidance and consultation on matters of membership recruitment, fraternity education, internal management, financial management, officer development, scholarship improvement, alumni relations, community service, ritual enhancement, risk management, public relations, etc.
- Assisting in the development of educational and leadership programming, resource materials, and services for undergraduate chapters that strengthen membership and a positive member experience.
- Conducting chapter retreats to address specific areas of concern.
- Assisting the Executive Director and Director of Chapter Services in the Fraternity's expansion efforts.

University Relations

- Meeting with university officials to discuss the procedures and policies of the Fraternity.
- Developing and submitting expansion proposals.
- Participating in campus-wide programming as requested.

Communications

- Assisting with the creation and publication of resource material, newsletters, manuals, and any publications of the Fraternity.
- Assisting with our social media posts and monitoring member engagement.
- Helping develop content and keeping the Psi Upsilon website up to date.

Programming and Administration

- Assisting with the Archons Academy, Convention and Leadership Institute planning and implementation.
- Processing undergraduate and alumni requests and correspondence.

- Providing representation for Psi Upsilon at interfraternal events as necessary.
- Providing administrative support for the Executive Director.

Qualifications:

The Director of Growth must have a bachelor's degree and preferably previous experience in a professional work environment, with a focus on recruitment, higher education, or team management. In addition, we look for the following:

- Have strong written and verbal communication skills.
- Be team-oriented and a creative problem-solver.
- Be able to work in a professional environment.
- Have a willingness to promote positive change and learn new leadership and education techniques.
- An independent worker able to balance office duties with travel commitments.
- Have a driver's license, clean driving record, and a car with valid insurance.
- Previous chapter and/or campus leadership experience is favorable but not required.
- Membership in Psi Upsilon is preferred, but not required.

Compensation:

The International Office is located in Indianapolis, IN. This position may be remote and will be considered as such on a case to case basis. All work travel and expenses will be reimbursed after trips are completed. You will also receive a competitive wage, paid vacation, as well as health, life and dental insurance.