



# The National Fraternity of KAPPA DELTA RHO, INC.

PO Box 777, Latrobe, PA 15650  
Phone: 724-838-7100 | [kdr@kdr.com](mailto:kdr@kdr.com)

## Growth

Job Title: Growth Coordinator

### Job Overview:

The Growth Coordinator plays a critical role in the growth and development of the fraternity by overseeing and executing expansion efforts to establish new chapters or colonies. This position requires strong leadership skills, excellent organizational abilities, and a deep understanding of fraternity values and operations. The Growth Coordinator will be responsible for identifying potential expansion opportunities, recruiting and training expansion teams, and providing ongoing support to ensure successful chapter establishment.

This position is paid \$40,000 annually.

### Responsibilities:

- Conduct research and analysis to identify potential locations and institutions for fraternity expansion.
- Evaluate the viability and suitability of potential expansion opportunities based on criteria such as campus culture, student population, and administrative support.
- Collaborate with fraternity leadership and relevant stakeholders to determine strategic priorities for expansion.

### Recruit and train members:

- Develop and implement recruitment strategies to attract qualified individuals to serve as members and recruiters.
- Interview and select members based on their skills, experience, and alignment with fraternity values.
- Provide comprehensive training and guidance to expansion team members on fraternity policies, procedures, and best practices for successful expansion efforts.

### Manage expansion process:

- Develop and execute expansion plans, timelines, and budgets in collaboration with the fraternity's leadership team.
- Coordinate logistics and resources required for expansion efforts, including travel arrangements, housing, and communication tools.
- Establish relationships with campus administrators, faculty, and student leaders to facilitate the expansion process and gain necessary support.

### Support chapter establishment:

- Provide ongoing guidance and support to expansion teams during the chapter establishment process.
- Assist with recruitment and membership intake activities to build a strong foundation for the new chapter.
- Ensure compliance with fraternity policies and procedures throughout the expansion process.

**Foster relationships and collaboration:**

- Collaborate with local alumni, university officials, and fraternity headquarters staff to facilitate a smooth transition and establish positive relationships with the campus community.
- Represent the fraternity in meetings, presentations, and events related to expansion efforts.
- Maintain open communication with key stakeholders to address concerns and ensure alignment with the fraternity's mission and values.

**Monitor and evaluate expansion success:**

- Track and analyze key metrics to assess the success of expansion efforts.
- Provide regular reports and updates on expansion progress to fraternity leadership.
- Identify areas for improvement and develop strategies to enhance future expansion efforts.

**Coaching Chapters:**

- Employee will Coach several chapters, and conduct chapter visits aligned by the National Office.
- Chapter coach will educate their chapters on how to recruit, provide resources, ideas, and write coaching reports that align with the current standards of the National Office.
- Chapter coach will assist in efforts related to the chapter, whether that be educational projects, or other topics related to the chapter.

**Qualifications:**

- Bachelor's degree in a related field, equivalent experience and/or demonstrable experience in a Greek Life Office.
- Strong knowledge and understanding of fraternity operations, values, and traditions.
- Demonstratable leadership experience, preferably within a fraternity or student organization.

- Excellent organizational and project management skills.
- Strong interpersonal and communication skills to build relationships with diverse potential new members.
- Ability to work independently and as part of a team in a fast-paced, dynamic environment.
- Flexibility to travel frequently and work irregular hours, including evenings and weekends, as required for expansion activities.
- Understanding of campus dynamics and experience working with college/university administrators is a plus.
- Proficiency in Microsoft Office Suite and other relevant software tools.