



Tau Epsilon Phi Fraternity, Inc.

June 2019

Position: Expansion Consultant
Status: Full Time
Reports to: Executive Director
Location: Remote from home
Travel: As needed 50% or more of the time
Starting Date: August 2019

Position Summary:

The Expansion Consultant is responsible for researching, developing, and securing expansion opportunities for Tau Epsilon Phi, managing the on-site expansion process, developing relationships with host institutions, cultivating area alumni support in advance of the expansions to locate alumni advisors, developing and improving training and expansion materials, and for supporting the initial on-site expansion process. The Expansion Consultant will develop in conjunction with the Executive Director and Grand Council the long-term expansion plan for the Fraternity.

This position will also manage and oversee the candidate education process for our interest groups either by conducting it directly or leading the alumni support that is locally recruited for the process. The expansion consultant will also be responsible for working with the Executive Director to see that all interest groups are prepared to become colonies prior to or immediately following their initiation into the Fraternity.

This position will also maintain relationships with all our existing colonies by visiting them at least once per academic year and assessing them utilizing the national assessment program. In this role the incumbent will serve as the first point of contact to assist our colonies with any issues they may have. This includes but is not limited to providing any necessary training or assistance with rush and recruitment, development of a chapter constitution and bylaws, filing for and obtaining an EIN, assisting with the establishment of bank accounts, gaining university and IFC recognition and any and all additional steps as may be required by the National Fraternity.

Position Responsibilities:

- Develop new and manage existing relationships with colleges and universities to bring Tau Epsilon Phi successfully to campuses
- Develop, submit and support expansion proposals
- Develop with Executive Director and the Grand Council the ΤΕΦ Strategic Growth plan
- Develop alumni support groups prior to the expansion by conducting alumni events at appropriate locations, utilizing chapter or regional alumni clubs where possible
- Conduct expansion presentations at colleges and universities including but not limited to campus IFC's
- Oversee and manage expansion efforts, including resource planning, schedules, budget management, and materials in conjunction with the Executive Director.
- Visit all colonies at least once annually and provide Executive Director and colony with accreditation status and feedback for improved operations
- Provide twice a month written updates to the Executive Director on all efforts
- Become proficient in best recruitment and expansion practices/techniques and the ability to educate and coach others
- Develop and maintain the overall expansion marketing strategy in consultation with the Executive Director

- Become a systems expert with our technology partners, Memberplanet and GreekBill and provide assistance to our interest groups / colonies on using the software
- Provide assistance to all existing colonies as directed by the Executive Director
- Maintain lists of colony officers including their contact information
- Other duties as reasonably assigned

Skills Needed:

1. Excellent oral and written communication skills
2. Excellent interpersonal skills
3. Self-motivated and works efficiently independently as well as with a team
4. Has a great work ethic
5. Ability to write quality reports and presentations
6. Effective Time Management skills

Minimum Qualifications:

1. Bachelor's Degree
2. Member in good standing of the Tau Epsilon Phi Fraternity
3. Knowledge and understanding of Greek organizations
4. This is an entry level position

Ideal Candidates:

1. Former Chapter Executive Board Member
2. Former IFC officer or representative