



# PHI SIGMA KAPPA

## HEADQUARTERS STAFF

### **GROWTH SPECIALIST**

*Organizational Growth Team*

#### **Phi Sigma Kappa Staff – Empowering Exceptional Leaders**

A key resource to the success of our Fraternity is its International Headquarters Professional Staff – a collection of sharp, energetic, team-oriented people whose primary goal is to make Phi Sigma Kappa the best Fraternity it can be. Staff members excel in creating new programming initiatives designed for personal and chapter development.

#### **Purpose**

The goal of the Growth Specialist role is to provide the best possible local chapter-focused training and support to our undergraduate and alumni members. This includes a key service to these local chapters: the growth of membership numbers and the development of leadership skills. In order to qualify for a Growth Specialist role, it is imperative that candidates have demonstrated the skills, resources, and professional understanding necessary to exceed the expectations of our undergraduate members.

Growth Specialists will serve as a primary provider of training and support to the chapters, new expansions, and their members in areas of recruitment and membership retention. Growth Specialists build upon prior knowledge to help identify strengths and weaknesses in a chapter's operations outside of recruitment, offering assistance and enrichment opportunities. This will include providing instruction in the expectations, practices, policies, and guidelines of the Fraternity, interacting with members of the campus staff and surrounding communities, and promoting the services and opportunities available to members of Phi Sigma Kappa.

#### **Key Expectations**

- Oversee a portfolio of select chapters and prospective chapters consisting of groups that can benefit from a more senior staff member's experience
- Work with Director of Organizational Growth to create methods to monitor membership retention, ensuring chapters don't fall below established minimum requirements
- Plan, execute and assist in organizing expansion projects and work with the prospective chapter to achieve chartering standards
- Establish baseline chapter operating procedures (Triple T's) at new prospective chapters, serving as a coach to the newly established Executive Board officers.
- Assist the Director of Organizational Growth in researching and contacting universities targeted for expansion, including presentations, site visits, interest group development, alumni outreach, and training
- Train undergraduate members on all aspects of the membership recruitment process
- Educate all members, both undergraduate and alumni, on the expectations, practices, programs, policies, and guidelines of Phi Sigma Kappa
- Establish clear and effective communication between IHQ and individual members, officers, and the chapter as a whole
- Evaluate and consult officers on current management of chapter operations
- Assess the overall strength and viability of the chapter
- Promote the benefits of membership in Phi Sigma Kappa, including services and opportunities available through the resources of the Fraternity

- Present and facilitate educational workshops at local chapters and national events
- Collaborate with other staff members and volunteers as needed
- Assist the Executive Director on projects and assignments.

### **Key Competencies**

- Results Focus and Initiative – Focuses on results and desired outcomes and how best to achieve them;
- Self-Management – Manages own time, priorities, and resources to achieve goals;
- Tact – Diplomatically handles challenging or tense interpersonal situations;
- Relationship Building – Builds constructive working relationships characterized by a high level of acceptance, cooperation and mutual respect;
- Advocating Causes – Influences others to act in support of ideas, programs, or causes;
- Creative and Innovative Thinking – Develops fresh ideas that provide solutions to all types of workplace challenges;
- Accountability and Dependability – Takes personal responsibility for the quality and timeliness of work and achieves results with little oversight;
- Timeliness and Time Management – Responds to requests in a timely manner and manages his/her time effectively and efficient
- Decision Making and Judgment – Makes timely, informed decisions that take into account the facts, goals, constraints and risks;
- Adaptability and Flexibility – Adapts to changing business needs, conditions and work responsibilities;
- Attention to Detail – Diligently attends to details and pursues quality in accomplishing tasks;

### **Desired Qualifications**

- At least one year of full-time employment in a relevant position
- An earned Bachelor's Degree
- Demonstrated leadership in the Fraternity and significant involvement in the community
- Excellent oral and written communication skills
- Ability to interact effectively with a wide range of members and constituents
- Must have excellent organizational skills, be able to meet deadlines and successfully manage multiple priorities with attention to detail, and follow-through
- Traveling is required; a valid driver's license is required
- Must have initiative and enthusiasm to serve our members and to better Phi Sigma Kappa
- Membership in Phi Sigma Kappa is preferred
- The position is a full-time, exempt position located in the International Headquarters in Indianapolis, IN. Job responsibilities and tasks for this position are subject to change based on the needs of the organization and at the discretion of the Executive Director.



# At Home In Indy – Phi Sigma Kappa

Phi Sigma Kappa is based on the northside of **Indianapolis, Indiana** along more than 20 fraternal organizations. More than **2 million people live in the metropolitan area** and Indy is home to the Colts (NFL), Pacers (NBA), and the Indianapolis 500.

The Circle City, as it's known, has plenty to keep locals entertained. Indianapolis' lively downtown is easily walkable. With so many things to do, Indianapolis allows its residents to **experience big-city living without too much effort**. The metro area includes an array of neighborhoods and suburbs, and many offer their own shopping and entertainment venues. Even so, suburbanites still venture downtown for its shops, theaters and restaurants. Downtown Indy allows for an easy walk to White River State Park with 250 acres of greenspace, the scenic Central Canal, and a collection of Indy's top attractions. Meet orangutans at the Indianapolis Zoo, journey westward at the Eiteljorg Museum of American Indians & Western Art or see a show under the stars at the Amphitheater at White River State Park.

## Indianapolis, IN, Quick Stats

Metro Population	2,029,472	Median Home Price	\$277,071	Median Monthly Rent	\$916
Median Age	36.5 years old	Average Annual Salary	\$51,060	Unemployment Rate	6.6%
Average Commute	25.1 minutes	Average High Temps	61.84° F	Average Low Temps	44.44° F
Average Rainfall	40.79 inches				



# Benefits of Being A Phi Sig Team Member

- Competitive salary and potential for advancement
- Health, vision, dental, and life insurance premium is covered by the Fraternity
- Simple 401K Matching program up to 7 percent
- Phone stipend, mileage reimbursement and daily food allowance for all work-related travel
- Generous paid time off accrual during first year
- Holiday work schedule (office closed nearly two weeks during winter break)
- Newly renovated Headquarters space which include the Albert D. Shonk, Jr. Archive & Educational Center





# Phi Sig Forward Strategic Imperatives

- Growth
- Undergraduate Experience
- Alumni Engagement
- Volunteer Development
- Financial Sustainability

