



880 Monon Green Blvd. | Suite #101
Carmel, IN 46032
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EMPLOYMENT OPPORTUNITY

Position	Chapter Success Coordinator & Regional Manager
Company	Sigma Tau Gamma Fraternity
Department	Fraternity Operations
Supervisor	Associate Director of Chapter Success & Regional Manager
Primary Functions	Expansion and Recruitment, Chapter Coaching, Fraternity Program and Event Support

Founded at the University of Central Missouri on June 28, 1920, Sigma Tau Gamma Fraternity will celebrate its 105th year of Brotherhood this summer. Since its Founding, the organization has called 197 campuses home and has more than 77,000 initiated Members. The Headquarters, which is home to the Fraternity, Foundation and WPN National Housing Company, is located in Carmel, Indiana. Visit <http://sigtau.org> for additional information.

Why Work for Sigma Tau Gamma?

Working for this organization provides the opportunity to enhance interpersonal skills, develop autonomy, become a change agent for young leaders, and gain real-world experience to prepare you for the next or first chapter in your career. Members of staff have gone on to become physicians, attorneys, marketing executives, higher education administrators, sales managers, and fundraising professionals. Where will Sigma Tau Gamma take you?

ABOUT THIS ROLE

The Chapter Success Coordinator will support an assigned a set of chapters to enhance areas of chapter performance such as recruitment and retention, chapter finances, academics, engagement, and service and philanthropy. As necessary and when assigned, this position will also lead recruitment efforts on campuses to sustain chapter presence or establish an associate chapter at a new college/university through expansion.

Your success will be defined by your ability to produce quality work against hard deadlines, achieve recruitment/expansion metrics, build collaborative and productive relationships with staff, undergraduates, alumni, and volunteers, and be proactive in the continued development and execution of the Fraternity's undergraduate engagement strategy.

Expansion & Growth:

- Responsible for conducting expansion projects throughout each semester, which may include assisting existing chapters with their recruitment efforts.
- Develop and implement plans to increase member growth and retention in assigned collegiate chapters.
- Regularly analyze chapter recruitment metrics to ensure chapter growth and sustainability.
- Travel as a representative of Sigma Tau Gamma Fraternity for chapter visits, recruitment assistance, expansion, and national programming – **at least 50-75% travel should be expected**

Chapter Services:

- Provide regular coaching, guidance, and instruction to assigned chapters, associate chapters, and their members to achieve chapter standards, including analyzation and review of operational procedures, identifying chapter problem areas, and optimizing performance through collaboration and problem-solving.

- Assist with the development and implementation of chapter budgets, dues structures, payment agreements, and collections.
- Communicate regularly with campus/university partners to ensure proper chapter support as well as to ensure completion of campus and Fraternity deadlines.
- Establish and implement plans to increase safe and healthy behaviors and activities in chapters.
- Perform other duties as assigned.

Fraternity Programs:

- Develop and execute plans to increase participation and value of Fraternity events and programs.
- Serve as a facilitator at national programs.
- Assist with the management of chapter officer educational materials, manuals, and workshops.
- Interface with the other team members for member safety and leadership programming needs.

Qualifications:

- Member of Sigma Tau Gamma Fraternity and basic knowledge of the Fraternity strongly preferred.
- Bachelor's Degree Required.
- Ability and willingness to travel as a representative of Sigma Tau Gamma Fraternity when needed. At least 50-75% travel should be expected.
- Computer literacy and proficiency with Microsoft Office software suite.
- Must have a record of professional behavior, including a professional online / social media footprint.
- Must be intelligent, hard-working, and motivated.
- Focused on solution-oriented behavior and strong problem-solving skills.
- Commitment to maintain confidentiality and a high degree of accuracy in constituent records.
- Demonstrated ability to work effectively with people of diverse backgrounds and promote a positive work environment, the spirit of cooperation and positive reactions to change.
- Aptitude for learning about the Fraternity, our principles and practices, and ability to maintain a professional and polished demeanor.
- Must be able and willing to lift and carry items 35-50 lbs.
- Creativity, curiosity, sense of humor, high energy level and enthusiasm.

EMPLOYMENT AND COMPENSATION DETAILS

Location	Negotiable, Indianapolis Preferred
Desired Start Date	June 16, 2025
Employment Type	Full Time, Exempt Employee; Salary
Salary Range	\$40,000 - \$45,000 Annual Salary

Additional Benefits:

- Meal and mileage reimbursement
- Health, dental, and life coverage (at no cost to the employee)
- Vision, optional additional life, disability, legal coverage options
- Personal & professional development growth opportunities
- Responsible time off, paid holidays, and sick time
- Cell phone nonprofit rates
- Personally retain accumulated airline and hotel travel points
- 401K program with a company match

NON-DISCRIMINATION POLICY

The Sigma Tau Gamma Fraternity, Foundation, and the WPN National Housing Company are an equal opportunity employer. We do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local laws.