



## FarmHouse Fraternity Employment Position Description

**POSITION TITLE:** Membership Growth Consultant

**NUMBER OF POSITIONS:** One

**ANTICIPATED START:** July 2017

**LENGTH OF COMMITMENT:** 9 or 12-month contract appointment, with the opportunity for extended contract based on performance and mutual agreement

### **POSITION REQUIREMENTS:**

- Bachelor's degree from an accredited institution.
- Membership in FarmHouse preferred, but not required.
- Experience as a Chapter Officer, Recruitment Chair, IFC Officer, of Founding Father, preferred.
- Willingness and ability to travel up to 90 percent of the time, including many night and weekend commitments.
- Approved driving record without major traffic violations within the last three years.
- Reliable and well-maintained vehicle for work-related driving travel.
- Ability to lift up to 40 pounds.
- Embodiment of the values and principles of FarmHouse Fraternity.

### **POSITION SUMMARY:**

The Membership Growth Consultant will assist in bringing FarmHouse to new college and university campuses across North America. Specific responsibilities include:

- Leading the recruitment of Founding Fathers for new FarmHouse colonies.
- Building relationships with college/university personnel and potential local support alumni/volunteers.
- Assisting in colony development efforts, including new officer and alumni advisor training.
- Assist with presentations to college/university expansion committees and campus prospect visits.
- Support for current chapters with membership growth initiatives and completing pre-site and advance expansion work.
- Serving as a liaison between the International Fraternity and the local FarmHouse experience.
- Using independent judgement and working without immediate supervision.
- Supporting the International Fraternity's initiatives and programs through staff support and assistance as needed and assigned; and

- Representing FarmHouse International Fraternity, its leadership, staff and membership, at the local, regional, and national level to internal and external constituent audiences.

### **ESSENTIAL SKILLS:**

The successful candidate in this position will possess the following essential professional skills:

1. **Commitment & Passion** – A commitment to the priorities and vision of the International Fraternity and possesses a passion for the fraternity experience by fulfilling the duties and expectations of the position.
2. **Initiative** – The ability to do what needs to be done, to take on projects, to seek new information and knowledge and to plan one’s schedule, without always receiving direction to do so, so as to be known for actionable professional contributions to the position’s responsibilities.
3. **Desire for Professional Growth and Development** – The desire to learn new information and skills, while being open to feedback to ensure professional skill development and position expectation fulfillment.
4. **Policy Knowledge and Adherence** – General knowledge of and experience with the programs and services of FarmHouse International Fraternity. Additionally, the ability to understand the policies, protocols and practices of the Fraternity, including rationale, detail, applications and enforcement, and the consequences for noncompliance of policy expectations on the part of chapters and members.
5. **Rapport and Charisma** – Interacting with a wide range of personalities, people and audiences, it is essential to be able to quickly build rapport in this role, in addition to building trust and on-going relationships for the benefit of chapter improvement.
6. **Teaching, Presenting and Facilitating** – Experience with and ability to develop educational programs, utilize teaching techniques and facilitate small and large group activities to enhance member learning.
7. **Adaptability** – Comfort with elements of uncertainty and the unknown and the ability to respond quickly and professionally through flexibility, patience and inclusion when faced with unanticipated situations.
8. **Respect for Diversity and Inclusion** – Ability to appreciate and interact with diverse audiences and in new environments, in an inclusive and respectful manner.
9. **Accountability and Conflict Management** – Ability to have critical conversations on important and challenging topics, if/when needed, in order to address chapter/member behavior and accountability.
10. **Communication Skills** – Strong verbal communication and interpersonal skills so as to communicate effectively; ability to synthesize information in

ways easy to understand; strong written communication skills including grammar, punctuation and self-editing of professional reports and correspondence; active listening skills to pay close attention to member needs; a mindfulness of nonverbal cues; and an overall ability to communicate with a wide range of audiences.

**11. Professionalism and Organization** – Pride in and responsibility for one’s professional appearance, behavior, time and priority management, meeting deadlines, punctuality and decorum.

**SALARY & BENEFITS PACKAGE:**

- \$32,000 annual total package, which includes \$25,000 annual base salary, in addition to paid on-site lodging; position has the option to be remote when not onsite;
- Health insurance coverage (90% premium paid by employer) with \$1,500 annual supplemental medical reimbursement plan;
- Eligibility for employer match of up to 6% into an individual SEP-IRA after one-year of employment;
- Five weeks paid time off for vacation, personal days and sick time;
- Mileage reimbursement for work-related travel when using personal vehicle;
- Expense coverage of meals and lodging when traveling on work-related business;
- Laptop and support for work-related technology;
- Quarterly mobile phone stipend;
- Professional stipend for professional attire and luggage allowance; and,
- All airline miles and hotel points accumulated are kept by employee.

**APPLICATION:**

To apply for the position of Membership Growth Consultant, please complete/submit the following...

1. [Complete the online application information.](#)
2. Submit a cover letter stating interest and highlighting the professional skills brought to position.
3. Submit professional resume highlighting relevant work experience and leadership roles.
4. Submit the names and contact information of no more than three references who may speak to the applicant’s professional skills and abilities.

[After completing the online application information](#), please send cover letter, resume and references electronically to:

Braden Wilson, Director of Chapter Services and Fraternity Growth  
FarmHouse International Fraternity  
7306 NW Tiffany Springs Pkwy, Suite 310  
Kansas City, MO 64153  
braden@farmhouse.org

A review of applications will begin July 1, 2017, and continue until a successful candidate is identified.