

Expansion Coordinator

Position Overview

The Expansion Coordinator is responsible for growing the footprint of Tau Kappa Epsilon across North America by leading fraternity expansion and re-establishment projects. This role oversees both interest-based expansion efforts and strategic “cold start” recruitment initiatives, bringing TKE to new campuses and re-establishing chapters at institutions with a strong historical presence.

The Expansion Coordinator develops relationships with host institutions, recruits and educates prospective members, and helps build sustainable alumni and volunteer support networks for newly established or returning chapters.

Key Responsibilities

- Collaborate with the Expansion and Growth Team to establish project timelines, benchmarks, and goals
- Utilize TKE’s CRM platform to conduct recruitment outreach, track engagement, and manage follow-up communication
- Meet or exceed membership recruitment goals for expansion and re-establishment projects
- Ensure financial obligations and operational stability are achieved for returning or newly established groups
- Support long-term project sustainability through member education and resource development
- Build and maintain strong relationships with host institutions and fraternity/sorority life professionals
- Ensure compliance with institutional and fraternity/sorority life policies and procedures
- Establish and engage alumni and volunteer support networks for new or returning chapters
- Develop and execute strategic plans that guide projects toward successful chartering or rechartering within established timelines
- Manage and adhere to project-specific budgets and organizational financial guidelines

Travel Requirements

This position requires travel, including assignments at project campuses lasting approximately 4–8+ weeks. Travel expectations and project locations will be communicated prior to the start of each assignment.

Qualifications

- Bachelor’s degree required
- Proficiency in Microsoft Office Suite applications
- Strong interpersonal and relationship-building skills
- Excellent written and verbal communication skills
- Demonstrated strategic thinking and execution abilities
- Ability to work effectively both independently and collaboratively

- Strong organizational skills with the ability to manage multiple projects and deadlines in a fast-paced environment
 - Familiarity with fraternity and sorority life recruitment and operations preferred
 - Adaptability, creativity, and problem-solving mindset
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Core Competencies

- Communication and Public Speaking
 - Relationship Management
 - Recruitment and Membership Development
 - Organizational and Project Management
 - Adaptability and Resilience
 - Strategic Planning and Execution
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Why Join the TKE Professional Staff?

At Tau Kappa Epsilon, we are committed to building better men for a better world and fostering a culture of growth, leadership, and service. As an Expansion Coordinator, you will have the opportunity to directly shape the future of the Fraternity by launching and strengthening chapters across North America.

This role offers meaningful leadership experience, extensive travel opportunities, relationship-building with campus professionals and alumni, and the ability to make a lasting impact on student development and organizational growth.