



Golden Key International Honour Society is an academic honor society that recognizes and encourages scholastic achievement and excellence among college and university students from all academic disciplines. Golden Key has emerged as one of the most dynamic, forward-thinking organizations in higher education. Committed to an ethos of recognizing academic achievement and encouraging altruistic service, the Society's on-campus presence has reached over 400 chapters at college and universities worldwide.

Position Summary:

The Associate Director (AD), Member Engagement will generate new memberships and overall interest in the Society by developing strong relationships within the community and on campus throughout an assigned territory. This individual will be responsible for maximizing growth in the assigned territory, consistent with Company strategy and objectives. The AD will also be responsible for grassroots membership communications, marketing and chapter efforts at designated campuses and within the community.

Duties and Responsibilities:

- Develop and implement strategic plans to maximize membership and campus standing at all chapters.
- Meet or exceed member participation and recruitment benchmarks set by the executive team using chapter structure to market member opportunities.
- Develop and manage all aspects of officer board development, chapter management, member participation and chapter administration status.
- Conduct informational and chapter training sessions with advisors, officers, student members, potential members and university administrators at campuses in assigned region.
- Recruit, train, manage and support GK campus leadership to achieve healthy and thriving GK chapters.
- Build and maintain relationships with key administrators, faculty, student organizations and advisors to increase Golden Key's brand recognition and attendance at events that will lead to positive member growth and service impact in the community.
- Oversee the monitoring and analysis of chapters on an on-going basis. Plan, implement and oversee local chapter promotional programs, events and materials to increase involvement of members and volunteers within local chapters.
- Develop a comprehensive understanding of the benefits of membership of Golden Key including member benefits, programs supported by the organization, governing policies of the Society and standard operating procedures for members and chapters.
- Assist with invitation correspondence necessary to ensure members receive and understand benefits of membership in GK and chapter, regional and international leaders are appropriately supported and recognized for their contributions to the Society.
- Assist assigned chapters with annual planning as well as event assistance for New Member Recognition Events.
- Support, communicate and apply Society-wide strategies, initiatives and programs.
- Maintain records in the reporting system (e.g. Microsoft Office, CRM systems) within the required timescales. Develop chapter programs that motivate and engage volunteers, alumni and honorary members at the local and chapter level.

- Understand local educational trends and assist in developing strategies and tactics to respond to changes.
- Assist in implementing leadership conferences/retreats and the bi-annual international conference.
- Manage a travel budget.
- Other responsibilities as assigned.

Skills and Experience:

- Bachelor's degree is required.
- Minimum of 1-year professional experience working with student organizations and territory management.
- Experience as a traveling consultant with a fraternity, sorority or other student organization is preferred.
- Must have strong interpersonal skills and the ability to energize and motivate volunteers.
- Must be self-motivated and willing to assume responsibility for duties without constant supervision.
- Evidence of previous work in creating systems that facilitate autonomy, engagement and productivity among volunteers.
- Ability to be self-motivated and productive during extensive independent travel.
- Excellent written, oral and interpersonal communication skills are necessary.
- Detail orientation and organizational skills are a must.
- Ability to effectively and efficiently handle multiple and diverse projects.
- Able to work under pressure and be able to adhere to deadlines.
- Proficiency in Microsoft Office in the Windows environment.
- Job location is Atlanta, Georgia.

Job Requirements:

- Ability and willingness to travel within the United States. Must be able to handle the demands of sudden, frequent and rigorous travel. Travel requirements range from 40% to 70% of the year. Ability to travel on weekends required.
- Valid driver's license required.

Compensation and Benefits:

Salary is commensurate with experience. Our benefits program includes company paid health insurance (includes prescription drug and vision), dental insurance, basic life insurance, short and long-term disability, a 401(k) plan with company match and immediate vesting and medical flexible spending account.

To apply, please send resume and cover letter, including salary requirements to humanresources@goldenkey.org. If your qualifications meet our requirements, someone will contact you for an interview. No phone calls, please.