



THETA CHI

FRATERNITY

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Position Title – Chief Development Officer

Reports to – Chief Executive Officer

Location – Theta Chi Fraternity International Headquarters; Carmel, IN

Work Schedule – Full Time, 40+ hours per week

Education required – Bachelor’s Degree required

Experience required – 5+ work experience

Start Date – Flexible
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Theta Chi Fraternity is seeking applicants for the position of Chief Development Officer. The Chief Development Officer leads all the advancement activities of The Foundation Chapter of Theta Chi. The primary mission of the Chief Development Officer is to implement The Foundation Chapter’s 25-year vision.

The Chief Development Officer also leads the Fraternity's alumni relations and engagement, serves as the staff liaison to The Foundation Chapter's Board of Directors, and oversees the scholarship awards program and the development staff. The Chief Development Officer will manage all annual giving, capital campaign gifts, and planned giving. In addition, the Chief Development Officer will oversee the mail campaign, gift processing services, and administrative support to The Foundation Chapter of Theta Chi. The Chief Development Officer will be responsible for building a culture of philanthropy within Theta Chi Fraternity. This position will report to the Chief Executive Officer of the International Headquarters.

The Chief Development Officer will be responsible for the following:

- Routinely securing major gifts and planned gifts from a diverse donor base
- Performing in-person and phone solicitations
- Achieving aggressive annual fund and capital campaign goals
- Maintaining a regular travel schedule
- Maintaining a working relationship with The Foundation Chapter Board of Directors and International Headquarters staff
- Engaging the Chief Executive Officer, Board members, and volunteers in the cultivation, solicitation, and stewardship process
- Supporting the work of The Foundation Chapter Board of Directors
- With the approval of the Chief Executive Officer, hiring multiple subordinate employees
- Managing multiple subordinate employees

- Overseeing the mail campaign and all mailings throughout the year
- Planning and executing alumni events and receptions across North America
- Developing and implementing stewardship practices across all donor segments
- Managing gift processing and acknowledgement services
- Managing The Foundation Chapter's annual scholarship program
- Invoicing and managing collection services of The Foundation Chapter
- Overseeing the Chapter Fund (chapter-specific scholarship endowments) program
- Developing and executing gift agreements which operate in accordance with The Foundation Chapter's policies
- Managing vendor relationships for Foundation operations
- Assisting in donor research and prospecting and other Foundation-related projects as may be assigned
- Developing and implementing governance policies and strategic framework documents providing organizational direction
- Maintaining office efficiency by monitoring The Foundation Chapter's needs and identifying opportunities for process and procedural improvements
- Maintaining office equipment, facility systems, and office supplies
- Maintaining general office files including server files
- Responding to general office inquiries
- Performing other duties as may be assigned

Qualifications – Bachelor's degree required, as well as 5+ years experience in fundraising. Master's degree preferred. Knowledge of planned giving and capital campaign strategy is preferred. This position will require regular face-to-face fundraising visits. Basic Microsoft Office knowledge and experience working in a CRM database or other electronic records management system. Proven ability to prioritize tasks, excellent time-management skills, develop long-term efficiencies and work in fast-paced work environment. Self-motivated, self-confident professional with the ability to work both independently and as part of a team. Must demonstrate an ability to lead a team towards achieving a common goal. Must have the ability to develop strong relationships with donors across North America. Must have a passion for assisting collegiate students. Must have basic familiarity/understanding of inheritance and tax laws pertaining to charitable gifts. Excellent interpersonal skills and demonstrated ability to work well with multiple stakeholders to include students, alumni, volunteers, board of directors, and colleagues. Strong written and verbal communication skills along with a willingness to learn. Relocation to the Indianapolis Metro area is required.

About Theta Chi Fraternity – Founded in 1856, Theta Chi Fraternity is a men's collegiate fraternity with more than 191,000 initiated members and has established 241 chapters across North America. Leadership development, personal development, and a commitment to academic success are fundamental to Theta Chi Fraternity's mission.

About The Foundation Chapter of Theta Chi Fraternity, Inc. – The Foundation Chapter of Theta Chi Fraternity, Inc. is an IRS Code Section 501(c)(3) public foundation. Its mission is to

develop and provide financial resources to promote the academic, leadership, and service ideals of Theta Chi Fraternity.

Application Procedure – To apply, please send a cover letter, resume, three references, and salary requirements to:

Michael Mayer, Chief Executive Officer
Theta Chi Fraternity
PO BOX 503
Carmel, IN 46082
mmayer@thetachi.org

Priority will be given to applications received by August 9, 2019.