



# THETA CHI FRATERNITY

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**Position Title** – Director of Development

**Reports to** – Chief Development 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** – 2-4 years work experience

**Start Date** – Immediately

**Compensation** – Full-time base salary commensurate with education and experience; health, dental, vision benefits; 401(k)

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Theta Chi Fraternity is seeking applicants for the position of Director of Development. The Director of Development is responsible for securing annual fund, planned giving, and capital campaign contributions for the Foundation Chapter Theta Chi Fraternity, Inc. He/She is responsible for managing day to day operations of fundraising activities including oversight and implementation of annual giving, days of giving, donor stewardship, and planned and major gifts. This position will aid in the duties, of and report to, the Chief Development Officer of the International Headquarters staff.

Director of Development duties and responsibilities include:

- Securing unrestricted and capital campaign contributions via in-person meetings, phone calls, video, and mail solicitations on a regular basis
- Achieve aggressive fundraising goals through the ongoing development and execution of capital campaigns, annual, planned, and major gift programs
- Developing and implementing stewardship programs to perpetuate and grow the annual fund and execute successful capital campaigns
- Lead the identification, cultivation, commitment, and recognition of current and future donors
- Communicate fundraising and engagement objectives and expectations throughout the organization, articulating clear roles and responsibilities as well as success criteria to achieve unity of purpose
- Assisting with the planning, logistics, and development of marketing materials for successful Foundation Chapter Board of Directors meetings, donor receptions, and other special events
- Utilizing Fraternity database for donor research, prospecting, solicitation, stewardship, and other related projects as may be assigned
- Maintaining accurate records of all activity, tasks, and events
- Responding to general office inquiries

The Director of Development will also be responsible for other duties as determined by the Chief Executive Officer or designee.

**Classification** - This is a full-time position. Evening and weekend work, and travel are required. A remote employment option may be possible for the ideal candidate, otherwise the position is based in our Carmel, IN, headquarters.

**Qualifications** – A bachelor's degree is required, plus two to four (2-4) year's experience. The position will require regular face-to-face fundraising visits and candidates must have the ability to develop strong relationships with donors across North America. Candidates must have a proven ability to prioritize tasks, maintain excellent time-management skills, and efficiently problem solve and work in fast-paced work environment. The successful candidate will be a self-motivated, self-confident professional with the ability to work both independently and as part of a team. The candidate must demonstrate an ability to lead a team toward achieving a common goal and must possess a passion for assisting collegiate students as well as a desire to advance the mission of the Fraternity and the Foundation Chapter and to achieve the aggressive fundraising goals of the Foundation Chapter. Candidates must demonstrate: excellent interpersonal skills; ability to work well with multiple stakeholders including collegiate members, alumnus members, alumnus volunteers, board of directors, and colleagues; ability to adapt to continuously evolving learning styles of college students; strong written and verbal communication skills; strong facilitation and presentation skills; and an ability to manage multiple projects. Candidates must be proficient in Microsoft Office, have experience working in a CRM database or other electronic records management system, and be able to learn the organization's database system. This is a director-level position sometimes requiring irregular work hours for the completion of projects and meetings. Regular business travel is required.

**Preferred Qualifications** – A master's degree in a relevant field; Professional knowledge of annual fund operations and strategy; Experience in fundraising, fraternal industry, and/or related field; Membership in Theta Chi Fraternity or another fraternity/sorority.

**About Theta Chi Fraternity** – Founded in 1856, Theta Chi Fraternity is a men's collegiate fraternity with more than 200,000 initiated members and has established 245 chapters across North America. Theta Chi's mission is to develop college-age men into successful students, good citizens, lifelong brothers, and resolute leaders. 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 via email to John Berghoff [jberghoff@thetachi.org](mailto:jberghoff@thetachi.org). The position will remain open until filled. No phone calls please.