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**Position Title** – Director of Engagement

**Reports to** – Chief Operating Officer

**Location** – Theta Chi Fraternity International Headquarters; Carmel, IN

**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 Engagement. The Director of Engagement leads the development, implementation, execution, and ongoing management of the Fraternity's education and training programs. Specifically, the Director of Engagement will recruit, train, and place Fraternity volunteers; organize and support colony/chapter advisory boards, alumni probation committees, and the Fraternity's Alumni Ambassador Program; and support additional Fraternity volunteer initiatives.

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

**Minimum Qualifications** – A bachelor's degree is required. The successful candidate will be a self-motivated professional, a team player, and must possess a desire to advance the mission of the Fraternity. Candidates must demonstrate excellent interpersonal skills; ability to work well with collegiate and alumnus members, alumnus volunteers, and colleagues; ability to adapt to continuously evolving styles of college students; strong written and verbal communication skills; strong facilitation skills; ability to manage multiple projects in a fast-paced and demanding environment; and possess problem-solving abilities. Candidates must be able to learn the organization's database and accounting system. Successful candidates must be proficient in Microsoft Office and related publishing software. Knowledge and experience as a volunteer for an organization are desirable. This is a director-level position sometimes requiring irregular work hours for the completion of projects and meetings. Occasional business travel will be required. Relocation to the Indianapolis metro area is required.

**Preferred Qualifications** – Master’s degree. One to three years previous experience in nonprofit, volunteer management, or related field is desired. 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 191,000 initiated members and has established 244 chapters across North America. Leadership development, personal development, and a commitment to academic success are fundamental to Theta Chi Fraternity's mission.

**Application Procedure** – To apply, please send a cover letter, resume, three references, and salary requirements via email to Chief Operating Officer Ray Vanlanot at [ray@thetachi.org](mailto:ray@thetachi.org). On the subject line of your message, please write Attn: Director of Engagement