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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 and capital campaign contributions for the Foundation Chapter Theta Chi Fraternity, Inc. The Director of Development will develop and execute donor recognition receptions and special events for the Foundation Chapter. This position will also oversee the scholarship program for The Foundation Chapter. This position will aid in the duties of the Chief Development Officer of the International Headquarters staff.

Position Duties and responsibilities include:

- Securing unrestricted and capital campaign contributions via in-person meetings, phone calls, and mail solicitations
- Developing and implementing stewardship programs to perpetuate and grow the annual fund and execute successful capital campaigns
- Performing in-person and phone solicitations on a regular basis
- Achieving aggressive fundraising goals
- Maintaining a regular travel schedule
- Managing all aspects of the Foundation Chapter's scholarship program, including the application process, committee management, scheduling, and awards
- Managing and supporting alumni in the evaluation and stewardship of their individual chapter endowments
- Assisting with the planning, logistics, and development of materials for successful Foundation Chapter Board of Directors meetings, donor recognition receptions, and other special events
- Maintaining office efficiency by monitoring the Foundation Chapter's needs and identifying opportunities for operational process and procedural improvements
- Coordinate with vendor that will monitor, file and report state registration to fundraise

- 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.

Qualifications – A bachelor's degree is required, plus two to four (2-4) years 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 and 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 skills; ability to manage multiple projects in a fast-paced and demanding environment; and possess problem-solving abilities. 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 will be required. Relocation to the Indianapolis metro area is required.

Preferred Qualifications – A master's degree in a relevant field; Professional knowledge of annual fund operations and strategy; Experience in education, 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 nearly 200,000 initiated members and has established 244 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. The position will remain open until filled. Priority will be given to applications received prior to **February 1, 2022**.