



# BETA THETA PI

— MEN OF PRINCIPLE —

## BETA THETA PI FRATERNITY & FOUNDATION POSITION DESCRIPTION

<b>Title</b>	Director of Fraternity Services
<b>Department</b>	Fraternity Services
<b>Reports to</b>	Fraternity Services Department Leadership, Leadership & Education Department Leadership
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"><li>• Bachelor's degree from an accredited four-year institution</li><li>• Experience with relationship building, collaboration, and team dynamics.</li><li>• Experience with project management.</li><li>• Experience with curriculum design from creation to execution.</li><li>• Experience with sales and/or personnel/volunteer recruitment.</li><li>• Experience with volunteer management and training.</li><li>• Experience working with campus professionals, collegians, and alumni.</li><li>• Familiarity working in an office setting, including both in-person and virtual formats.</li><li>• Outstanding interpersonal and communication skills.</li><li>• Positive attitude and a strong sense of teamwork.</li></ul>
<b>Preferred Qualifications</b>	<ul style="list-style-type: none"><li>• Three years of part- or full-time professional experience in Fraternity and Sorority Life.</li><li>• Membership in Beta Theta Pi or fraternity/sorority.</li><li>• Exposure to or participation in Beta Theta Pi's leadership development programs.</li><li>• Travel logistics experience.</li><li>• Management experience.</li></ul>
<b>Time Allocation</b>	<ul style="list-style-type: none"><li>• 35% - Chapter Support and Development</li><li>• 10% - Volunteer Stewardship and Appointment</li><li>• 35% - Curriculum development and program coordination</li><li>• 10% - Administrative / systems oversight</li><li>• 10% - Cross-departmental collaboration and support</li></ul>
<b>Travel</b>	<ul style="list-style-type: none"><li>• Chapter visits as determined and assigned by the Fraternity Services department leadership (typically 5-8 per year, may vary)</li><li>• Annual leadership development programs, as assigned (typically includes Convention, Winter Leadership Conclave)</li></ul>

	<ul style="list-style-type: none"> <li>All-staff Meetings to Oxford, OH (typically 5-7 times per year)</li> </ul>
<b>Start Date</b>	Varies

## VISION, MISSION, VALUES & PRIORITIES OF BETA THETA PI

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<b>Vision</b>	Every member will live Beta Theta Pi's values.	
<b>Mission</b>	To develop men of principle for a principled life.	
<b>Core Values</b>	<b>Mutual Assistance</b>	Betas believe that men are mutually obligated to help others in the honorable labors and aspirations of life.
	<b>Intellectual Growth</b>	Betas are devoted to continually cultivating their minds, including high standards of academic achievement.
	<b>Trust</b>	Betas develop absolute faith and confidence in one another by being true to themselves and others.
	<b>Responsible Conduct</b>	Betas choose to act responsibly, weighing the consequences of their actions on themselves and those around them.
	<b>Integrity</b>	Betas preserve their character by doing what is morally right and demanding the same from their brothers
<b>Strategic Priority Areas</b>	Brotherhood, Personal Growth, Home Learn more about Beta here: <a href="https://www.beta.org/about/">https://www.beta.org/about/</a>	

## IMPACT STATEMENT

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Beta Theta Pi's Fraternity Services Department is dedicated to supporting and training chapter officers and local chapter volunteers in order to promote the Mission, Vision and Core Values of Beta Theta Pi.

The main responsibilities of this Director of Fraternity Services are two-fold: chapter/volunteer support and curriculum design and program execution:

1. Support the overall efforts and initiatives of the Administrative Office.
2. Cultivate, recruit, and appoint chapter counselors for chapters within assigned portfolios, determined by the Fraternity Services Department leadership.
3. Support chapter leadership within assigned portfolios, determined by the Fraternity Services Department leadership.
4. Serve as the primary contact for potential/current volunteers and collegiate officers within a certain area of Beta's Broad Domain.
5. Assist in the creation and execution of constituent-centered support programs for the Fraternity.
6. Coordinate the development, curriculum design, resource creation, facilitator recruitment, logistics, management, and evaluation of chapter advisory board member training and development programs (in-person and virtual). Work collaboratively with partners and volunteers within and external to the organization to execute these programs.

## OVERALL JOB RESPONSIBILITIES

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Manage the development of and constituent relations for chapters and volunteers in an assigned portfolio of chapters within Beta's Broad Domain.

- Provide support for volunteers and collegiate officers, including but not limited to counsel, resource allocation, information sharing, training, etc. This will include, but is not limited to, individual coaching for chapter counselors and chapter presidents, group coaching calls for cohorts of volunteers, etc.
- Recruit, appoint, and train new volunteers as part of a comprehensive volunteer lifecycle, including the proactive identification of needs, rotation of roles, evaluation of volunteer performance, developing innovative solutions to fill vacancies, etc.
- Provide direct support to chapters and advisory teams in the absence of an appointed or available chapter counselor.
- Develop and foster relationships with constituencies critical to the success of chapters, including alumni associations, house corporations, and campus professionals. This will require the utilization of verbal and written communication during in-person and virtual interactions.
- Develop and implement effective remote work practices, including the successful management of travel logistics, resource allocation, project execution, etc.
- Develop and implement an effective chapter and constituent engagement schedule that includes, but is not limited to, chapter or campus visits, volunteer training workshops, conferences and retreats, etc.
- Collaborate with the Growth Department to ensure operational success of volunteers for new chapters, which is defined as a chapter established within the last five years.

Create, design, and execute leadership programs as assigned by the Leadership & Education department, with specific focus areas of volunteer education and support.

- Serve as primary lead for advisor/local volunteer education, including but not limited to: Advisor Academy(ies), Lunch-and-Learns, and advisor-specific curriculum and training.
- Collaborate with the Leadership & Education Department to develop and review all department operational policies and collegiate/volunteer resources (officer manuals, program examples, web resources, etc.).
- Serve as a member on the Leadership & Education team and support leadership development programs serving Beta’s constituents.
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Support the overall efforts and initiatives of the Administrative Office.

- Participate in and travel to departmental and office-wide meetings and events. This includes all-staff weeks in Oxford, OH (occurs around every 8 weeks), Beta’s annual General Convention, Winter Leadership Conclave and chapter visits as assigned.
- Serve as a member of the Fraternity Services team and participate in Fraternity Services meetings, retreats and strategic planning as required or requested.
- Serve as a facilitator or event manager for assigned General Fraternity leadership programs.
- Work with other departments (Growth, Leadership and Education, Foundation, Communication, Chapter Services, etc.) to advance and implement the strategic direction of the Fraternity.

## **COMPETENCIES**

<b>Competency</b>	<b>Definition</b>
<b>Planning</b>	Exhibits skills in advance planning, coordinating logistics, and proactive communication about future events; pays close attention to details
<b>Program Development</b>	Demonstrates knowledge of Beta’s current membership programs and the ability to modify and adapt programs to specific campuses based on their unique profile.
<b>Facilitation &amp; Presentation</b>	Knowledgeable & skilled in delivering content to and facilitating both large and small group programs to undergraduates, alumni, and campus professionals.

<b>Foster Collaboration</b>	Works in partnership with others to achieve results; develops positive and lasting relationships with campus professionals and other fraternity professionals.
<b>Achieve Results</b>	Demonstrates and creates a sense of urgency and commitment for achieving results, including performance metrics such as Founding Father targets, average chapter GPA, chapter size, and advisor engagement.
<b>Demonstrate Initiative</b>	Ensures execution of work tasks needed to accomplish organizational goals with minimal oversight.
<b>Uses Sound Decision Making &amp; Judgment</b>	Effectively and critically examines issues and problems and makes judgments in line with organizational values and established practices.
<b>Change Management</b>	Anticipates and plans for a rapidly changing environment; adapts quickly to change; develops Beta's expansion program in a proactive way.
<b>Innovation &amp; Strategic Thinking</b>	Takes risks and challenges the process; considers the long-term implications of daily work through critical thinking and/or assessment.
<b>Manage &amp; Develop Others</b>	Contributes to the personal and professional growth and development of direct reports & other staff members; exhibits a strong sense of accountability for self and others in the department.