

Beta Theta Pi Foundation

Director of Advancement Position

Position Overview

The Director of Advancement helps implement the development initiatives of the Foundation by delivering comprehensive services that facilitate major, current and deferred gifts. This person provides key leadership in the promotion of sound giving techniques that accomplish personal charitable objectives and result in lifetime and testamentary gifts with substantial and lasting benefit.

Title	Director of Advancement
Reports to	Senior Director of Advancement
Minimum Qualifications	Bachelor's degree; master's degree preferred; experience cultivating and soliciting donor prospects in securing resources to advance organizational priorities; 2-5 years of experience in higher education or related non-profit/charitable organizations
Time Allocation	80% - Donor Cultivation, Solicitation and Stewardship; 15% Administration; 5% Professional Development
Location and Travel	Remote work or Oxford-based (Ohio) and regular travel is required.
Salary	Commensurate with experience.

Overall Job Responsibilities

1. Serving as a main staff member responsible for the creation, oversight and evaluation of the Foundation's short-term and long-term development strategies
2. Supporting the Beta Theta Pi Foundation in the identification, cultivation, solicitation, stewardship and recognition of current and future donors in an effort to achieve the Foundation's mission, vision and goals
3. Coordinating meaningful personal visits with donor prospects in an effort to educate them on the Fraternity's continued progress, results and future financial needs related to advancing the Men of Principle initiative
4. Communicating in a consistent and professional manner with the Foundation staff, Foundation Board, Administrative Office staff and all other Fraternity volunteers, constituents and donors while remaining a clear advocate for the Foundation's ongoing initiatives and goals
5. Assisting in the development and monitoring of the annual and long-term financial plan of the Men of Principle initiative and the Beta Theta Pi Foundation
6. Proactively developing innovative means to further the Foundation's mission

Competencies

Competency	Definition
Planning	Exhibits skills in advance planning, coordinating logistics; pays close attention to details
Program Development	Demonstrates knowledge in educational, learning & leadership theory and writing curriculum
Facilitation & Presentation	Knowledgeable and skilled in delivering content to and facilitating both large and small group programs
Foster Collaboration	Works in partnership with others to achieve results
Achieve Results	Demonstrates and creates a sense of urgency and commitment for achieving results
Demonstrate Initiative	Ensures execution of work tasks needed to accomplish organizational goals
Uses Sound Decision Making & Judgment	Effectively and critically examines issues and problems and makes judgments in line with organizational values
Change Management	Anticipates and plans for a rapidly changing environment; adapts quickly to change
Innovation & Strategic Thinking	Takes risks and challenges the process; considers the long-term implications of daily work through critical thinking and/or assessment
Manage & Develop Others	Contributes to the personal and professional growth and development of direct reports & other staff members

Preferred Skills

- Strong relationship building skills
- Excellent analytical, communication and interpersonal skills
- Personable and charismatic
- Strong organization skills with a proficient understanding of database management
- Strong understanding of fundraising principles or the ability to develop them quickly
- Working knowledge of the Men of Principle initiative
- Strong work ethic and a positive outlook
- Commitment to inter-department collaboration

Foundation Purpose Statement

The purpose of the Beta Theta Pi Foundation is to advance the educational mission and goals of Beta Theta Pi toward the vision of the Fraternity. The Foundation will strive to offer a variety of opportunities for gift support of the Fraternity's education activities, communicate the opportunities to members regularly and provide the resources necessary to produce an effective and efficient advancement program for the mutual benefit of donors and Beta Theta Pi.

Questions and how to apply:

Please direct all questions to Director of Advancement [Aaron Selby](#).