



Strategic Initiatives Director Application

Position: Strategic Initiatives Director

Job Type: Volunteer

Time Commitment: 2-3 hours/week

About us:

The Beta Chi Theta Foundation established in 2015, exists to provide Beta Chi Theta members with educational resources that are in line with the founding values and principles of the fraternity, scholarships to help students be active members in the fraternity and provide leadership development opportunities for members on their campuses and at regional and national fraternity events.

About the Position:

The Foundation is seeking to appoint a Strategic Initiatives Director to its executive team. The Strategic Initiatives Director will be responsible for overseeing the short and long-term strategic initiatives through completion. Specific responsibilities include:

- Serve as acting “Chief of Staff” of the organization ensuring completion of various initiatives related to fundraising, federal/state compliance, and education programs
- Ensuring the foundation is compliant with non-profit regulations in states that the foundation operates
- Filing compliance applications and renewals on an ongoing basis
- Ensure the daily and long term foundation initiatives are followed through completion

What you need:

- BA/BS degree
- Background in finance, business, law or project management (preferred but not required)
- Exceptional communication and organizational skills
- Strategic vision for the Foundation and the ability to own large-scale projects from ideation to execution
- Time – this position requires a time dedication (2-3 hrs./week), so please ensure you have the appropriate bandwidth to dedicate to this role before applying

To apply, please submit the following documents:

- Copy of most recent resume
- Letter of recommendation from a Beta Chi Theta Alumnus
- Essay on your vision for the Foundation and how your background and skill-set can add value (500-word max)

To apply, please submit accompanying documents to foundation.director@betachitheta.com by November 11, 2017.