

Beta Theta Pi Fraternity & Foundation

Position Description

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| Title | Leadership Consultant |
| Department | Chapter Operations |
| Reports to | Director of Chapter Operations |
| Minimum Qualifications | <ul style="list-style-type: none"> • Member of Beta Theta Pi • Clear understanding of Beta Theta Pi's Mission, Vision and Ritual. • Degree from an accredited four-year college or university • Demonstrated leadership within the Fraternity and/or student organizations • Desire for extensive travel and relocation to Oxford, Ohio • Ownership or full access to an insured vehicle • Professional conduct and appearance* <p><i>* Conservative business attire is the standard dress code for the office. Both business casual and business professional attire will also be required.</i></p> |
| Time Allocation | 50% Chapter Operations, 40% Volunteer Development, 5% Leadership Development, 5% Other |
| Term of Appointment | 2-3 yrs. |
| Start Date | June 4 th |

Vision, Mission, Values & Priorities of Beta Theta Pi

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| Vision | Every member will live Beta Theta Pi's values. | |
| Mission | To develop men of principle for a principled life. | |
| Core Values | Mutual Assistance | Betas believe that men are mutually obligated to help others in the honorable labors and aspirations of life. |
| | Intellectual Growth | Betas are devoted to continually cultivating their minds, including high standards of academic achievement. |
| | Trust | Betas develop absolute faith and confidence in one another by being true to themselves and others. |
| | Responsible Conduct | Betas choose to act responsibly, weighing the consequences of their actions on themselves and those around them. |
| | Integrity | Betas preserve their character by doing what is morally right and demanding the same from their brothers |
| Strategic Priority Areas | Self-Governance, Education, Recruitment, Volunteers | |

Impact Statement

Beta Theta Pi's Leadership Consultants model and promote the principals and obligations of Beta Theta Pi to various constituencies of the Fraternity, such as undergraduates, volunteers and college/university professionals.

A leadership consultant fosters strong relationships with chapters, volunteers and universities within a region while providing coaching on operations, organizational development and General Fraternity initiatives. This person assists members and communities in the form of operational assessment and support, administrative support, leadership development, expansion and education through the execution of Beta Theta Pi's strategic plan.

Overall Job Responsibilities

1. Serve as the General Fraternity's key **"ambassador"** within a region fostering strong relationships with chapters, volunteers and universities.
 - Strengthen communication within your region and report on the current state of chapter/colony operations to all constituencies (chapter, volunteers, university, staff, etc.)
 - Support the overall efforts and programs of the Fraternity by attending various inter-fraternal meetings, facilitating leadership experiences, conducting tours of the Administrative Office, assisting with the planning, preparation and execution of the annual General Convention, etc.
 - Serve as the contact between the Administrative Office and all regional constituents regarding nearly all Fraternity matters.

2. Serve as an operational **"expert"** on policies, best practices and traditions of the Fraternity and coach chapters, volunteers and universities to improve.
 - Gather and positively influence the regional statistics and performance of chapters and be the point person for all relevant information.
 - Facilitate in-depth goal-setting/programming sessions with chapters, working with officers, members, advisors and the university to assess, plan and motivate.
 - Drive the recruitment, placement and coaching of advisors and district chiefs to effectively perform their duties.
 - Develop resources, programs, workshops and presentations for use in assisting their constituencies, and train other staff members on their purpose, use and distribution/presentation.

3. Serve as a **"project manager"** – developing project plans and managing their implementation according to dates, guidelines and expectations.
 - Assist with the expansion and colony development process including (re)-founding father recruitment, operations, advisor training and member education.
 - Executing a wide variety of tasks to support General Fraternity programming (leadership development opportunities, Convention etc...)
 - Recruit men to General Fraternity leadership experiences.
 - Play a role in both the recruitment and hiring process of potential General Fraternity employees as required, specifically future leadership consultants.
 - Plan and execute projects assigned within the strategic direction of Beta Theta Pi.

Competencies

| Competency | Definition |
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| 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 & skilled in delivering content to and facilitating both large and small group programs |

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| 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 |

Job Specific Competencies

| Competency | Definition |
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| Adaptive | A consultant will be presented with many challenges within his role. In order to achieve effective results, the ability to adjust accordingly is of dire importance |
| Motivated | The job requires a passion for the Fraternity's purpose and the focus to accomplish set goals. |
| Conscientious | A consultant is expected to have self and situational awareness, while demonstrating appreciation and affinity for others' perspectives. |
| Professional | As an employee of Beta Theta Pi and a Greek professional it is expected that a consultant will maintain appropriate dress and demeanor. |
| Independent | Due to travel demands a consultant must at times be self-reliant and autonomous. |
| Living the Ritual | A consultant is a representative of Beta Theta Pi and is expected to exemplify the Fraternity's values at all times. |
| Social | A consultant will be adept in all social settings, and will maintain confidence and communicate clearly as he builds rapport with the General Fraternity constituents. |