



## BETA THETA PI FRATERNITY & FOUNDATION POSITION DESCRIPTION

<b>Title</b>	Director of Alumni Services
<b>Department</b>	Foundation (will also work cross-functionally with the Fraternity)
<b>Reports to</b>	Chief Foundation Officer
<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>• 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><li>• Ability to travel and work evenings and weekends as needed.</li></ul>
<b>Preferred Qualifications</b>	<ul style="list-style-type: none"><li>• Five years of applicable professional experience leading, executing, and supporting alumni engagement initiatives.</li><li>• Membership in Beta Theta Pi.</li><li>• A visionary leader who thrives in understanding the desires of alumni and executing programs to provide value.</li><li>• Experience with online mentoring and networking communities built-to-scale.</li></ul>
<b>Time Allocation</b>	<ul style="list-style-type: none"><li>• 30% - Alumni-Collegiate Mentoring &amp; Networking Community</li><li>• 20% - Alumni Association Operational Support</li><li>• 10% - Strategic Envisioning &amp; Implementation</li><li>• 10% - Developing Training and Educational Resources</li><li>• 10% - Planning Alumni Events</li><li>• 10% - Administrative / Systems Oversight</li><li>• 10% - Cross-departmental Collaboration and Support</li></ul>
<b>Start Date</b>	December 1, 2024 – December 31, 2024

## **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's strategic plan here: <a href="https://beta.org/about/beta-strategic-plan/">https://beta.org/about/beta-strategic-plan/</a>	

## **IMPACT STATEMENT**

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Beta Theta Pi's Alumni Services Department is dedicated to promoting the alumni experience and engaging alumni of Beta Theta Pi Fraternity from all walks of life in order to promote the Mission, Vision and Core Values of Beta Theta Pi.

The main responsibilities of the Director of Alumni Services are:

1. Support the overall efforts and initiatives of the Administrative Office.
2. Cultivate and support alumni associations and alumni engagement efforts as determined by the Board of Trustees.
3. Coordinate Beta's online mentoring and networking community, ensuring lifelong engagement and fraternal connections in personal and professional interests collegiate and alumni members across Beta's Broad Domain.
4. Serve as the primary staff contact for alumni associations and alumni association volunteers across Beta's Broad Domain. This includes serving as primary staff contact for District Chiefs as they cultivate alumni associations within their districts.
5. Create and execute alumni-centered support programs for the Fraternity, including programs that are virtual and in-person.
6. Develop and implement programming and services aimed at developing young alumni and lifelong brotherhood and fostering relationships between alumni.

## **JOB RESPONSIBILITIES**

### **Alumni Association Support**

- Develop relationships with alumni association leaders to support existing alumni associations and officers cultivate the creation of new alumni associations across Beta's Broad Domain.
- Manage incoming alumni association requests, help promote alumni events, and update alumni associations and officers in the database and on Beta's website directory.
- Serve alumni organizations in their efforts to engage chapter-based, geographic, or other alumni groups working to advance Beta's mission to develop men of principle for a principled life.

## Collegiate Chapter Support

- Create resources and programs for collegiate chapter Alumni Chairmen.
- Support programs and services that help collegiate chapters connect to their alumni.
- Point of contact for collegiate chapter leaders and chapter advisors with questions about alumni relations. This could include helping chapters plan anniversary and chartering events.

## General Alumni Engagement:

- Develop programs and services to support the entire Beta alumni experience, with a focus on these identified audiences:
  - Collegiate juniors and seniors
  - Young alumni (within 10 years of graduation)
  - Alumni ages 50 – 70
- Develop digital tools to promote alumni engagement, such as Beta's mentoring and networking community.
- Promote volunteer opportunities.
- Engage alumni through consistent and positive communication (electronic, print, audio, video, social media), exceptional customer service and meaningful in-person opportunities.

## Appreciation and Recognition

- Coordinate with local alumni leaders and district and regional volunteers to host award ceremonies for outstanding alumni across Beta's Broad Domain.
- Lead the expansion and support of alumni recognition including existing alumni recognition opportunities and the creation of new, best-in-class alumni recognition programs.

## Developing Strategy

- Work with other departments (Growth, Leadership and Education, Foundation, Communications, Chapter Services, etc.) to advance and implement the strategic direction of the Fraternity.
- Work with the Fraternity Services and Leadership & Education teams to progress initiatives related to career development, mentorship, and networking into Beta's collegiate membership and young alumni membership experiences.
- Provide vision and be a support mechanism for alumni association officers, alumni relations advisors on chapter advisory teams and house corporations while promoting solutions to enhance chapter communication to alumni that integrate Administrative Office systems and content.

## Miscellaneous Admin

- Support the overall efforts and initiatives of the Administrative Office.
- Participate in departmental and office-wide meetings.
- Serve as a member of the Alumni 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 as requested.
- Provide leadership for continued enhancement of the MyBeta membership portal and other technologies.

## COMPETENCIES

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Competency	Definition
Planning	Exhibits skills in advance planning, coordinating logistics, and proactive communication about future events; pays close attention to details
Alumni Engagement	Visionary professional that leads, executes, supports alumni-related engagement initiatives, understands the desires of alumni and executing programs to provide value to alumni.

<b>Program Development</b>	Demonstrates knowledge of Beta's current membership programs and the ability to modify and create programs to fit the needs of alumni members.
<b>Facilitation &amp; Presentation</b>	Knowledgeable & skilled in delivering content to and facilitating both large and small group programs to undergraduates and alumni.
<b>Foster Collaboration</b>	Works in partnership with others to achieve results; develops positive and lasting relationships with alumni leaders.
<b>Achieve Results</b>	Demonstrates and creates a sense of urgency and commitment for achieving results, including performance metrics such as global alumni engagement, mentoring & networking pairings, and continued growth of alumni associations across Beta's Broad Domain.
<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 alumni engagement 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 organization.

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