

# Beta Theta Pi Fraternity & Foundation

## *Position Description*

<b>Title</b>	Associate Director of Business Operations
<b>Department</b>	Business Operations
<b>Reports to</b>	Chief Financial Officer
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"> <li>• Clear understanding of Beta Theta Pi’s Mission, Vision and strategic plan</li> <li>• Degree from an accredited four-year college or university, preferably in Finance or Accounting</li> <li>• Demonstrated leadership within the Fraternity or similar nonprofit associations</li> <li>• Travel 3 – 6 times a year, as requested</li> <li>• Professional conduct and appearance*</li> </ul> <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>
<b>Time Allocation</b>	<ul style="list-style-type: none"> <li>• 55% Chapter Accounting Coaching and Support</li> <li>• 25% Billhighway Product Management</li> <li>• 10% Tax, Audit, and Account Reconciliation Support</li> <li>• 10% Other Duties as Assigned</li> </ul>
<b>Term of Appointment</b>	Seeking 3-5 years.
<b>Start Date</b>	March 1 <sup>st</sup> , 2025

### **Vision, Mission, Values & Priorities of Beta Theta Pi**

<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

### **Impact Statement**

Beta Theta Pi’s Business Operations department is committed to providing high quality financial services to our staff, volunteers, alumni, and undergraduate members to enable them to fully live the principles, obligations and values of Beta Theta Pi. The Associate Director of Business Operations will enable chapters and house corporations to operate their finances at the highest levels and drive organizational priorities through financial management. This role will provide support, develop training, and ensure adherence to the highest financial standards. This role is a key member of our Business Operations team and will report directly to the CFO. This role is open to experienced and entry level candidates and there are clear carer growth and development opportunities.

## Overall Job Responsibilities

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1. Manage, educate, support and lead the effort to ensure compliance with the Chapter Accounting Standards at all active chapters of Beta Theta Pi and pro-actively support chapters using Billhighway.
2. Manage, lead, and grow the Billhighway Platinum Program for House Corporations.
3. Ensure the successful filing, management and communication of the IRS Form 990 Group Return process.
4. Manage, develop, and lead the constituent online services offering through effective vendor relationship management.
5. Ensure that service offerings are self-funding and revenue producing for the Fraternity.
6. Develop and manage associated business processes and provide quality reporting on financial performance.
7. Other duties as assigned.

## Competencies

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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 & 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