

Director of Foundation Operations

POSITION SUMMARY:

The Delta Chi Fraternity Educational Foundation (DCEF), a 501 (c)(3), tax-deductible, not-for-profit organization is seeking a self-starting individual to administer the operations for its Headquarters in Iowa City, IA. The DCEF raises funds for chapter leadership programming, building project, and scholarships for the members of the Delta Chi Fraternity, Inc.

POSITION COMPONENTS:

Administrative:

- Processes educational grants and scholarships
- Provides support for the DCEF at Delta Chi Biennial Conventions
- Develops reports for Board members and Executive Committee members to provide clarity on Foundation performance
- Maintains and manages agreements for chapter scholarship and building accounts
- Plans, supports, and manages events and meetings
- Oversees the Foundation's strategic initiatives
- Represent the Foundation at select industry and Fraternity events

Financial:

- Interacts with external accounting firm regarding the Foundation's books
- Prepares additional financial reports on fund balances, donations, and expenses as requested
- Supports the Foundation Office Administrator with ensuring accuracy of posting donor solicitation information

Communications:

- Prepares communications releases, newsletters, brochures, and flyers
- Prepares and writes cases for initiatives and funds requests
- Interacts with the Fraternity's Director of Communications and Events to coordinate communications outreach
- Maintains Board member regular outreach to ensure service levels are maintained
- Prepares the Foundation Annual Report

Technology:

- Conducts Internet-based research to gather industry-based information and to track and report on trends in Higher Education and Educational Foundations
- Utilizes software packages (i.e., Bill.com, Intact, Compass [sequel database]) to complete transactions, enter information, update records and to reconcile anomalies
- Utilizes the full Microsoft Office suite to complete projects and tasks
- Utilizes software to create, implement and manage online direct mail campaigns

REQUIREMENTS:

Bachelor's degree of equivalent level of work experience. Individual does not need to be a member of the Fraternity. Highly tuned and developed administrative and financial skills. Proven ability to be highly interactive with accounting professionals to ensure effective and accurate reporting and record keeping.

Exceptional interpersonal skills and proven ability to interact successfully with Board leaders. Must be a self-starter and willing/able to make day-to-day operational decisions with limited oversight.

He or she will demonstrate a superior level of business writing in order to be able to successfully request funds, communicate projects and initiatives, and to effectively market the Foundation's programs.

To Apply:

Please submit a resume and cover letter articulating your interest. Include your salary expectations in your cover letter. Applications need to be submitted by May 1st, 2017 and can be sent electronically. As soon as the first application has been received, we will begin the interview process.

All material must be sent to:

Keith Shriver
Executive Director
kshriver@deltachi.org
319-337-4811