

Title: **NATIONAL SPONSOR**

Reports Directly To: Director of Conventions

Classification: Exempt

Salary: Commensurate with Experience



## **JOB DESCRIPTION**

Responsible for the development, improvement and coordination of all aspects of the convention department.

## **ESSENTIAL FUNCTIONS**

- Represents the national office at conventions and leadership functions
- Must be responsive to the needs of sponsors and officers and follow through on all aspects of requests, both written and verbal
- Develops and maintains convention and leadership programs
- Assists in training and development of other convention department members
- Primary contact for any and all convention related concerns
- Analyzes the needs of the convention department through collaborative efforts
- Able to attend all conventions and cope with physically and mentally demanding assignments
- Additional duties as assigned

## **KNOWLEDGE, SKILL AND/OR ABILITY (KSA) REQUIRED TO BE SUCCESSFUL WITHIN THE ORGANIZATION**

- Ability to work independently with little to no supervision
- Balances and analyzes, facts, experience, perspective, goals, constraints and risk while weighing the pros and cons of a decision
- Meets deadlines while balancing quality and quantity with little to no errors
- Stays focused and on task with disregard to regular interruptions
- Examines data to grasp issues, draw conclusions, solve problems and communicates findings
- Demonstrates proficiency in using computer applications, including data statistics, word processing, spreadsheet, and presentation software in both windows and mac platforms
- Maintain prompt and regular attendance while following policies and procedures
- Recovers quickly from setbacks and finds alternative ways to reach goals
- Displays a positive attitude about the organization, work to be done and co-workers
- Stays calm and maintains focus during stressful situations
- May require some lifting, moving/packing of materials and long periods of standing and/or sitting
- Maintain regular office hours at the National Headquarters in Spartanburg, South Carolina
- Extensive travel is required

## **EDUCATION, TRAINING AND EXPERIENCE**

- Bachelors degree required; Masters degree preferred
- Extensive knowledge of The National Beta Club
- Previous National Beta convention experience required
- Previous classroom experience required

**If you feel you are the person for this position, please send your cover letter and resume to [jobs@betaclub.org](mailto:jobs@betaclub.org). Please note the position title in the email subject line.**