



The Director of Programs & Initiatives (DPI) is a non-voting member of the Leadership Team of the Lambda Theta Alpha Foundation and is appointed in a manner consistent with the bylaws. They are accountable to the Board for the fulfillment of the duties and responsibilities outlined below.

Time Commitment and Term:

- 10 hours per week (Supporting Vice President of Operations).
- The Director term will be for one consecutive year (2025-2026), beginning January 15, 2025, and ending January 14, 2026, and eligible to be renewed for an additional term.

Roles and Responsibilities:

His/her main duties are to:

- The DPI shall report to the VP of Operations.
- The DPI shall chair the Operations & Programming Committee.
- The DPI shall project manage the annual scholarship application and award process.
- The DPI shall project manage the natural disaster relief application and award process.
- The DPI shall be the main project manager for all initiatives.
- The DPI shall lead resource development with the support of the Operations & Programming Committee.

Position Skills and Qualifications:

- Enthusiasm for the mission of the Foundation.
- Well organized, detail-oriented and the ability to multitask.
- Have good verbal and writing skills.
- Strong interpersonal skills.
- Collaborative and dedicated to team efforts.
- Supervisor / managerial experience preferred but not required.
- Background in education a plus.

Financial Contribution

Financial Contribution: Directors are expected to make a personal meaningful financial contribution of at least \$100 upon acceptance of their position. Directors are also expected to give an additional \$100, during each term year, for a total contribution of \$200, by the end of each term year.