SOUTHEAST CHAPTER DIRECTOR APPLICATION

Thank you for your interest in serving as Chapter Director of the Institute of Classical Architecture & Art Southeast Chapter. Please complete this application and submit it along with your resume, cover letter, and references.

EQUAL OPPORTUNITY STATEMENT

The Southeast Chapter is an equal opportunity employer. The Southeast Chapter will not discriminate against applicants or employees on the basis of race, color, religion, national origin, age, sex, pregnancy (including childbirth or related medical condition), disability, genetic information, sexual orientation, gender identity, military status, citizenship, or any other class protected by applicable law.

PERSONAL INFORMATION

Full Name:

Address:

City, State, ZIP:

Phone:

Email:

LinkedIn Profile:

PROFESSIONAL EXPERIENCE

Current Employer

Organization:

Position:

Dates Employed:

Supervisor:

Briefly describe your current responsibilities:

FUNDRAISING & DEVELOPMENT

Describe your experience with:

Activity	Significant Experience	Some Experience	Limited Experience
Individual Donor Cultivation	☐	☐	☐
Sponsorship Development	☐	☐	☐
Annual Giving Campaigns	☐	☐	☐
Major Gifts	☐	☐	☐
Grant Writing	☐	☐	☐
Donor Stewardship	☐	☐	☐

AVAILABILITY

Are you available for evening and weekend events?

☐ Yes
☐ No

Are you willing to travel throughout the Southeast region with occasional national travel?

☐ Yes
☐ No

Earliest available start date:

Salary expectations:

REFERENCES

Please provide three professional references.

Reference 1

Name:
Organization:
Relationship:
Phone:
Email:

Reference 2

Name:
Organization:
Relationship:
Phone:
Email:

Reference 3

Name:
Organization:
Relationship:
Phone:
Email:

APPLICANT STATEMENT

I certify that the information provided in this Application and accompanying materials is accurate and complete to the best of my knowledge.

I authorize the Southeast Chapter to confirm all statements in this application and to secure any appropriate information from all my employers and references, except as I have otherwise indicated in this application. I hereby release all those employers, references, and the Southeast Chapter from all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the Southeast Chapter.

I understand that any offer of employment is contingent upon the satisfactory review of my academic credentials and employment references.

I further understand that any false or misleading statements or material omissions will be sufficient cause for rejection of my application or termination of my employment.

I understand that nothing in this employment application is intended to create an employment contract between the Southeast Chapter and me. No promises regarding employment have been

made to me, and I understand that no such promise or guarantee is binding upon the Southeast Chapter unless it is made in writing and signed by the Southeast Chapter President. I understand that if an employment relationship is established, I have the right to terminate my employment at any time for any reason. I also understand that the Southeast Chapter retains the right to terminate my employment at any time for any reason, consistent with applicable law.

I hereby acknowledge that I have read and understand this Applicant Statement.

Signature: _____ Date: _____

I hereby acknowledge that I have read and understand this Applicant Statement.

Signature: Date:

Signature: _____ Date: _____