



## Theta Phi Alpha Fraternity Job Description

<b>Position Title:</b>	Executive Director
<b>Reporting to:</b>	National Executive Secretary
<b>Position Status:</b>	Salary, exempt, full-time
<b>Position Location:</b>	Bay Village, Ohio

### Position Summary:

Theta Phi Alpha, a national women's fraternity, and National Panhellenic Conference member organization, is looking for a driven, charismatic leader to guide our primarily volunteer-run organization toward a governance model that includes a fully paid National Office staff, that works in partnership with other Fraternity leadership, including the Grand Council, National Officers, and other volunteers. The ideal candidate will have experience managing the workflow of a business consistent with our size who can assess the organization's current strengths and barriers to governance; guide us in strategic planning as we transition to governance, including the implementation of an improved staffing model at National Office and assisting with the Grand Council's board development; possesses visionary thinking; and follows and interprets trends in the Fraternity/Sorority world.

The Executive Director is responsible for management and operation of the National Office and supporting the strategic growth of our organization, internally and externally. The Director shall, unless otherwise expressly provided, be an ex-officio member without vote of the Grand Council, and shall act as the duly authorized representative of the Fraternity in all matters except those assigned to the Grand Council or its designee. The Executive Director supports the activity of the Grand Council, Board of Trustees, Theta Phi Alpha Foundation, Theta Phi Alpha Housing Corporation, and staff.

### Qualifications

- Bachelor's degree required; master's degree preferred.
- At least five to ten years of relevant professional experience.
- Exceptional written and oral communication skills; experience working with top-level management and/or not-for-profit volunteers, board development experience preferred.
- Strong skills in project management, multi-tasking and critical thinking.
- Experience in capital campaigns and/or fundraising and donor development preferred.
- Attention to detail and ability to problem solve.
- Understanding of the operational aspects of fraternal organizations.
- Ability to travel as required.
- Prior association or fraternity experience preferred.

## **Responsibilities**

- Commit to the Mission and Values of Theta Phi Alpha and confidentiality of Fraternity matters as required.
- Adhere to Theta Phi Alpha's National Constitution and Bylaws, and national policies.
- Direct the operations of National Office and staff including the oversight of staff and contract employees.
- Collaborate with members of the Grand Council and the Theta Phi Alpha Foundation in achieving the Fraternity's strategic initiatives.
- Communicate with Fraternity members, staff and public (as needed) under the direction of the National Executive Secretary.
- Implement all priorities and projects of the Fraternity, Theta Phi Alpha Foundation, and Theta Phi Alpha Housing Corporation.
- Under the direction of the National President, work with legal counsel and professional partners.
- Sign documents on behalf the Fraternity and other entities, as appropriate.
- Serve as the initial contact for Risk Management reporting and work in collaboration with the Director of Collegiate Services and the National Executive Secretary to address risk management needs.
- Oversee the execution and implementation of national trainings and programs in consultation with the Grand Council.
- Be instrumental in providing the necessary information to make and implement the business decisions of the Fraternity under the direction of the Grand Council.
- Be familiar with industry partners that would enhance the Theta Phi Alpha member experience.
- Attend external meetings and conferences as a Theta Phi Alpha representative.
- Attend National Convention and meetings of the Grand Council.

**To apply:** Please email a résumé and cover letter to Michelle Porter, National Executive Secretary at [NES@thetaphialpha.org](mailto:NES@thetaphialpha.org)

Cover letter should include related experience, why position would fit into your professional goals, and salary requirements.