



PHI KAPPA SIGMA

INTERNATIONAL FRATERNITY, INC.

Job Description: Executive Director of Phi Kappa Sigma Fraternity

Phi Kappa Sigma International Fraternity is searching for a dynamic, charismatic leader to guide our organization into the future. While this person will assume all duties normally associated with a CEO, they must also serve as the Innovator-in-Chief and possess the ability to inspire others to action.

The Executive Director works in partnership with the Fraternity's Board of Directors, overseeing Headquarters staff to provide leadership, vision and direction for Phi Kappa Sigma. The chosen candidate is expected to develop an organizational strategy that reflects the strategic plan developed collaboratively with the Board, implement policies approved by the Executive Committee, manage the day-to-day operations and programs of the Fraternity, and represent Phi Kappa Sigma in the fraternity and sorority community, with institutions, alumni and undergraduates. The Executive Director also works in partnership with the Fraternity's Foundation Board of Directors overseeing the Foundation's day-to-day operations.

Specific areas of responsibility and expectations for the Executive Director include the following:

- **Programming**
 - Oversee the development, implementation, definition of success criteria, and post-implementation evaluation of new programs and services that support the mission and strategic plan as approved by the Executive Committee for Phi Kappa Sigma Fraternity.
 - Regularly measure the performance of programs and services both qualitatively and quantitatively, and make justifiable recommendations on future changes if necessary.
 - Oversee the continued successful execution (with respect to both programming and logistics) of existing programs, including but not limited to, the annual Men of Honor leadership program and the biennial Grand Chapter convention.
- **Staff Management**
 - Hire, educate, and train staff members, and develop an efficient and effective staff structure and personnel policies that reflect the needs, requirements, objectives and goals of the Fraternity.
 - Develop and provide ongoing reporting of key metrics that measure staff progress toward accomplishing the mission and strategic plan, both short-term and long-term, as set by the Executive Committee.
 - Provide ongoing developmental guidance for staff members to take on increasing roles of responsibility within the Headquarters organization.
- **Expansion**
 - Project manage all expansion opportunities, with responsibility for both the successful chartering of colonies, and the successful colonization of interest groups. Oversee the development and queuing of a multi-year directed expansion effort pipeline by working with campus officials and alumni.
 - Develop and implement policies, procedures, incentives, and/or programs to ensure continued undergraduate membership growth.

- **PKS Foundation Interaction**

- Work with the Phi Kappa Sigma Foundation to oversee the growth and advancement of the Foundation as set by the Foundation Board of Directors.
- Support and assist the annual fundraising campaign by the Foundation. Develop new ideas for Foundation Board of Directors review that can grow annual fundraising results.

- **Budget Management**

- Coordinate with the Executive Committee in developing a realistic annual budget, and be responsible for making decisions consistent with the budget as approved by the Executive Committee.
- Provide regular and timely financial statements to the Executive Committee with benchmarking and comparisons to previous years.
- Be responsible for all revenue/expense reconciliation, accounts payable, accounts receivable, invoicing, annual tax and audit preparation, and any other financial bookkeeping being done in a timely and accurate manner.
- Be responsible for all vendor negotiations, contract development, contract management, and procurement of goods and services in support of HQ operations.
- Be responsible for developing business cases in support of any additional funding or procurement requests.

- **Risk Management Prevention/Triage**

- Make certain that the Fraternity is in compliance with all local, state and federal legal requirements. Positively interact with Phi Kappa Sigma's insurance provider and legal representation for any legal situations that may occur.
- Oversee the investigation into any notified risk management incidents, and develop recommendations for corrective actions to be decided upon by the Executive Committee.
- Manage annual insurance renewal process and subsequent communication to Chapters on anticipated changes to program and/or rate structure.

- **Brand Management**

- Build positive relationships with all stakeholders in Phi Kappa Sigma Fraternity including undergraduate members, parents, alumni, campus professionals and volunteers at all levels of the Fraternity, to identify needs, requirements, or areas of improvement.
- Represent the Phi Kappa Sigma Fraternity in such organizations as the North American Interfraternity Conference, the Fraternity Executives Association, the Fraternal Information and Programming Group and the Association of Fraternity/Sorority Advisors.
- Oversee the development and annual publishing of the *Maltese Cross* alumni magazine. Also negotiate, procure, and manage the implementation of appropriate external vendor resources for the design, production, and distribution of same.

A candidate who is successful in the Executive Director position will have the following skills, competencies, and qualifications:

- Excellent interpersonal, written, and verbal communication skills
- Excellent organizational skills, attention to detail, and ability to timely deliver on commitments
- Strong leadership skills and demonstrated experience working in a team-based environment
- Strong knowledge and experience with QuickBooks financial management system
- Strong ability to balance long-range strategic planning and short-term positive progress
- Strong ability to adapt, immerse and quickly ramp up in new or unfamiliar topics or areas
- Strong ability to manage multiple projects in a fast paced environment
- Strong ability to incorporate feedback for immediate improvement
- Strong ability to communicate and delegate priorities, goals and objectives to subordinates
- Proven experience managing and building a team of subordinates
- Proven experience in prioritization and overall resource management
- Proven experience in successfully managing to a given annual budget
- Proven project management skills implementing collaborative objectives
- Proven experience with the “OODA loop” (Observe, Orient, Decide, Act) strategy planning concept
- Proven experience in identifying and implementing process improvements/needs
- Previous experience in a people management/development role with at least 3-5 direct reports
- Some previous experience with vendor negotiation and procurement
- Ability to manage 25% travel

Please note that candidates will be requested to take the Birkman personality assessment (at Phi Kappa Sigma’s cost) prior to any hiring decisions being made.

Interested candidates should send inquiries to the Grand Alpha:

Mike Palladino, Alpha Nu (Georgia Institute of Technology) '04

404.384.6787 (cell)
mpalladino@pks.org

Inquiries should include cover letter (including salary requirements), professional résumé, fraternal résumé, and references.