



### Pi Beta Phi Foundation Executive Director

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<b>Job Title:</b>	Pi Beta Phi Foundation Executive Director	<b>Salary Type:</b>	Exempt
<b>Reports to:</b>	Foundation Board of Trustees President	<b>Effective:</b>	As soon as possible

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#### **PRINCIPAL OBJECTIVE:**

This full-time position is responsible for leading the Foundation to ensure effective and efficient operations according to its mission and vision.

#### **CORE RESPONSIBILITIES:**

- Works with the Board of Trustees and staff to develop, implement, and supervise a variety of development initiatives designed to strengthen the support and maximize the giving to the Foundation
- Implements organizational policies, procedures and programs established by the Board of Trustees and fulfills the administrative needs of the Foundation
- Oversees all aspects of Foundation operations, including the effectiveness and efficiency of development, programs, communications and operations
- Sets and implements development strategies and objectives of Pi Beta Phi Foundation that are in alignment with Fraternity objectives
- Serves as the chief fundraising officer for Pi Beta Phi Foundation with experience utilizing innovative fundraising approaches in challenging economic environments
- Manages a portfolio of major donors for cultivation, stewardship and solicitation
- Operationalizes the vision, mission and strategic goals of the Foundation as developed with and communicated by the Board of Trustees
- Leads and manages a collaborative effort among the Board, the staff and the Fraternity to meet strategic goals
- Serves as the primary spokesperson for the Foundation, frequently communicating with a variety of audiences about the mission of the Pi Beta Phi Foundation
- Acts as the primary liaison between the Fraternity Executive Director and the Pi Beta Phi Foundation staff, ensures that the Fraternity and Foundation enjoy a collaborative relationship that is mutually supportive
- Provides financial oversight, monitoring and responsibility for the accuracy of financial reports and ensuring adequate internal controls
- Manages oversight of Pi Beta Phi Foundation's program and grant making efforts

#### **CORE COMPETENCIES:**

**Servant Leader Role Model:** sets the standard for and consistently demonstrates the behaviors of servant leadership; always adheres to Pi Phi values

**Envisioning & Inspiring:** passionate for the Foundation's mission and has a commitment to making a positive impact; develops a compelling vision for the future, clearly communicates it and connects others to it

**Ethical Decision Making:** willing to make tough/unpopular decisions based on what is right



**Credibility:** trusts others and is trusted; maintains confidentiality

**Effective Communication:** possesses strong oral and written communication skills; prepares and delivers effective presentations

**Collaborative Style:** builds strong partnerships and alliances with others by identifying mutual goals and fostering open dialogue; easily creates virtual teams; shares wins and successes

**Develops Others:** excellent leadership and management skills; proven track record of motivating and developing a team of staff and volunteers; coaches and develops others; understands, values and leverages individual diversity

**Conflict Management:** finds common ground and gets cooperation with minimum noise; reads situations quickly and is good at focused listening

**Employee/Member Focus:** is dedicated to meeting the expectations and needs of employees and members; ensures first-hand information is obtained and used to improve programs and services

**Problem Solving:** makes informed and timely decisions to address organizational challenges and capitalize on opportunities; solves difficult and complex problems with effective solutions

**Technical Skills:** high level of proficiency with use of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams) and database software

#### **SELECTION CRITERIA:**

- A bachelor's degree with a minimum of 10 years of experience or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities
- An advanced degree and/or training in foundation or nonprofit management (such as CFRE certification) preferred
- An extraordinary track record in fundraising that includes knowledge of and demonstrable results with annual, major, planned and capital campaign programs
- Proven human resource management experience and ability to effectively direct and manage staff and volunteers, and collaborate with partner organization(s); experience with membership organizations

#### **ADDITIONAL INFORMATION:**

- Extensive travel required
- Broad Fraternity knowledge and membership in Pi Beta Phi is preferred
- Preferred location is St. Louis, MO

**Directly supervises the following:** Director of Advancement, Director of Finance and Administration, Director Operations and Programs

**At Pi Beta Phi Headquarters, we value and respect our employees and their contributions. Our total compensation approach includes base salary, benefits, and a 401(k) matching program. Each position is externally benchmarked and the salary ranges are evaluated annually. The salary range for positions is based on local and fraternal market data, and allow for various experience levels. The actual pay is based on skills, experience, education and other relevant factors. Midpoint for salaries in this grade level is \$130,000.**