



**Fraternity and Fraternity Housing Corporation (FHC)
Executive Director**

Job Title: Fraternity and FHC Executive Director

Salary Type: Exempt

Reports to: Fraternity Grand President

Effective: As soon as possible

PRINCIPAL OBJECTIVE:

This full-time exempt position leads the overall function of the International Headquarters of Pi Beta Phi Fraternity for Women in implementing the Strategic Plan set by Grand Council and executing the administrative operations of the Fraternity and Fraternity Housing Corporation.

CORE RESPONSIBILITIES:

- Implements organizational policies, procedures and programs established by Grand Council and oversees the efficient and effective day to day operations at Pi Beta Phi Headquarters.
- Serves as chief administrator, ensuring that legal and financial responsibilities are met, assets are safeguarded, agreements are fulfilled, and effective vendor relationships are maintained.
- Serves as lead staff liaison with both Grand Council and the Fraternity Housing Corporation Board of Directors. Understands the Board Governance model and has the ability to work successfully with volunteers and staff in that capacity. Actively participates in board meetings, collaborates on the work and provides counsel as appropriate.
- Provides input into strategic planning of the organization and oversees implementation and communication of progress toward plans.
- Responsible for the administration of human resources policies, including hiring, development, compensation and discharge of staff. Fosters a culture conducive to giving and receiving feedback, growing and developing individuals and the organizational, ensuring diversity and inclusive collaboration.
- Inspires organizational excellence by living the Pi Beta Phi Leadership Model to grow the organization, lead the team and model the way.
- Demonstrated ability in all the core competencies.
- Serves as the organization's spokesperson as needed. Demonstrates an ability to maintain confidence and composure in crisis situations.
- Serves on the Building Committee, Fraternity Investment Committee, FHC Investment Committee, FHC Lending Committee.
- Represents Fraternity as active member of the Executive Directors Association (EDA) and Fraternity Executives Association (FEA).
- Other duties as assigned.

CORE COMPETENCIES:

Servant Leader Role Model: sets the standard for and consistently demonstrates the behaviors of servant leadership, models Pi Phi values and promotes a positive volunteer/staff relationship throughout the organization.

Financial Acumen: demonstrates financial understanding and oversight responsibilities of 501(c)(7) and 501(c)(3) not-for-profit organizations to ensure the long-term financial integrity of the organization, leverage cross entity financial resources and provide the necessary information to volunteers and staff in fulfilling their fiscal responsibility.

Envisioning & Inspiring: develops a compelling vision for the future, clearly communicates it and connects others to it.

Commitment to Diversity, Equity and Inclusion: leads the organization to approach work through the lens of Pi Beta Phi's Commitment to Diversity, Equity and Inclusion.

Credibility: trusts others and is trusted; maintains confidentiality; willing to make tough/unpopular decisions based on what is right; quantifiable experience working with or for a volunteer organization; broad Fraternity knowledge; understanding of and appreciation for current issues within the Greek-letter and higher education environment.

Effective Communication: possesses strong oral and written communication skills; actively listens to others, makes effective presentations and inspires others.

Collaborative Style: builds strong relationships with others by identifying mutual goals and fostering open and honest dialogue; addresses and resolves conflict with confidence and compassion, seeks to understand and learn from viewpoints different from oneself; success in working with or as part of a board of directors.

PROFESSIONAL REQUIREMENTS:

Bachelor's degree in Business Administration or related field of study with a minimum ten years of experience or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

Membership in Pi Beta Phi is preferred.

Position must reside in St. Louis, Missouri.

Regular travel to complete the duties of the job required to represent the Fraternity.

Directly supervises the following: Assistant Executive Director, Human Resources Director, Finance Director, Sr. Director of Strategic Initiatives, Events and Special Projects Director, and Sr. Director of Membership