

THE HONOR  SOCIETY OF

PHI KAPPA PHI

Invites Applications and Nominations for the
Position of:

Executive Director



Greenwood/Asher
& ASSOCIATES, LLC

The Opportunity

The Honor Society of Phi Kappa Phi seeks a dynamic and visionary Executive Director with the experience and passion to lead the prominent nonprofit to realize its ever-growing potential.

With more than 300 chapters, Phi Kappa Phi is the oldest, largest, most inclusive, and most prestigious all-discipline collegiate honor society in the United States. Membership in the Society must be earned, and since its inception, the society has promoted academic excellence in all fields of higher education and engaged the community of scholars in service to others. The active membership of over 100,000 includes women and men who span five generations, who live in every state and beyond the national borders, whose fields of study and life's work reflect a rich diversity.



The Role of the Executive Director

The Executive Director serves as chief executive officer of the Society and provides strategic leadership and executive management consistent with the mission and strategic plan; aligned with financial and operational goals and the direction of the Board. Reporting to the Phi Kappa Phi Board of Directors, the Executive Director works collaboratively with the elected President and Board to lead the Society.

The Executive Director manages and leads the executive staff of the nonprofit member association to achieve and further advance the organization's mission, and increases the organization's focus and emphasis on diversity, equity, and inclusion. The Executive Director also develops and nurtures strategic relationships and represents Phi Kappa Phi to the media and other publics.

In addition, the Executive Director will:

- › Advise and support the Board of Directors in governing the organization; participate fully in deliberations of the Board, Board committees, and other elements of governance; lead the development of the strategic plan; provide the Board with regular reports, insight into membership-based non-profit trends, thought partnership, data, analysis, and recommendations to assist in governance and strategic thinking.
- › Develop and propose for Board review: the annual plan of work and budget; Board and operational policies; new program and service opportunities; amendments to the bylaws and other governing documents.
- › Implement the plan of work and budget as adopted by the Board.

- › Hire, develop, review, and manage the executive staff: Chief Operating Officer, Chief Financial Officer, and Chief Chapter Services and Events Officer.
- › Maintain and enhance our chapter- and member-focused culture that supports innovation, continuous improvement, lifelong learning, and professional development within a safe, welcoming, and diverse workplace.
- › Set the tone and demonstrate ongoing support of a staff culture in which employees of all levels report comfort discussing and acting to promote diversity, equity, and inclusion.
- › Serve as single point of contact for prospective chapters, manage the petitioning process from initial inquiry through site visit, Board approval, and new chapter installation.
- › Identify, cultivate, and nurture fundraising opportunities and relationships amongst members, key stakeholders, constituents, and donors.



- › Strategically develop and implement philanthropic plans and campaigns, including but not limited to annual, major, and planned giving.
- › Develop and manage relationships with sponsors, partners, advertisers, strategic allies, and others.
- › Provide oversight, support, and advice to the executive staff in its efforts to:
 - › Grow and develop chapters; Provide a range of chapter services, including individual support for chapters and volunteers through targeted training opportunities and staff resources, comprehensive enrollment management, chapter health analysis, chapter technology tools, chapter awards, and volunteer outreach and recognition; Make certain that chapters comply with Society bylaws, affiliation agreements, chapter standards, policies, and procedures; Inform and educate chapters on IRS requirements, legal responsibilities, and best practices.
 - › Encourage member engagement and volunteer service. Manage membership and meeting schedules of committees.
 - › Provide thoughtful stewardship of Society assets, including cash, investments, tangible property, and intellectual property.

- › Maintain a strong and effective visual identity standard, protecting the Society's trademarks and service marks.



- › Produce the biennial convention in coordination with executive staff and Board leadership, maintaining its stature as the Society's primary conference; deliver outstanding attendee experiences and achieve budget targets.
- › Develop, implement, and market national award programs, such as: Phi Kappa Phi Graduate Fellowships; Dissertation Fellowships; Graduate Research Grants; Literacy Grants; Love of Learning Awards; and Scholar, Artist and Service Awards.
- › Serve as publisher of the *Phi Kappa Phi Forum* and other publications.
- › Serve members and chapters through consistent, high-quality, professional operations.
- › Manage current and build future alliances and relationships with peer societies and other organizations that support the $\Phi K \Phi$ mission.
- › Regularly communicate with the Board regarding the condition and operations of the organization and trends, events, or emerging issues that can impact the Society's success.

Qualifications

The successful candidate will possess an earned terminal degree and minimum of 15 years of relevant professional work experience with a record of progressive responsibilities in higher education administration. It is preferred that the candidate have nonprofit organization leadership and/or Board experience, Phi Kappa Phi membership, and a doctoral degree.



The ideal candidate will also be:

- › A spokesperson, ambassador, and enthusiastic advocate for the Society
- › A leader able to develop credibility with the membership, chapters, staff, and Board
- › Experienced in engaging a diverse, inclusive constituency
- › Personable, self-confident, and positive
- › Self-reflective and excellent communicator
- › Willing to travel on behalf of the Society
- › Trustworthy; operates with the highest level of integrity and ethical behavior
- › Skilled in interpersonal and organizational conflict analysis, management, and resolution

About Phi Kappa Phi

Founded in 1897 at the University of Maine, Phi Kappa Phi is the nation's oldest, largest, most inclusive all-discipline collegiate honor society in the United States. The Society initiates approximately **30,000 members** a year on more than **300 campuses** in the United States, its territories, and the Philippines. It is a global network of the best and brightest, a community of scholars and professionals building an enduring legacy for all generations.



The Society's motto is: **Let the love of learning rule humanity.** Φιλοσοφία Κρατεῖτω Φωτῶν (Philosophía Krateítō Phōtôn) This motto is intentionally used to guide the Society, which awards more than \$1 million per year in scholarships, fellowships, and grants. Phi Kappa Phi also maintains relationships with more than 25 corporate partners that offer its members exclusive access to discounts and special offers on products and services.

Phi Kappa Phi maintains chapters through supportive communication between the national office and chapter executive boards. Chapters are run by Phi Kappa Phi members who

volunteer to serve. Chapter officers oversee initiation of new members, administer educational events on their campus, manage their finances and local awards, nominate local members of Phi Kappa Phi for local and national awards, and communicate successes to the national office. Chapter officers represent the chapter at the bi-annual convention and volunteer for nationwide service.

Phi Kappa Phi has a long tradition of dedicated elected national leaders who guide the Society and work closely with the professional staff to achieve organizational goals. The Phi Kappa Phi national office has a dedicated, excellent professional staff with expertise in marketing/communications, chapter development, special events, finance, and endowment management.

Phi Kappa Phi recently won three national awards for its marketing and publishing efforts at the 41st Annual AM&P Network EXCEL Awards. The awards recognize excellence and leadership in nonprofit association media, publishing, marketing and communications. This year the Society garnered awards for its Annual Report, annual awards mailer, and its magazine - Phi Kappa Phi *Forum*.

The City of Baton Rouge

Named by French explorers as "the Red Stick City," Baton Rouge is the hub of all things Louisiana. It is where Louisiana's capital, flagship university, and distinctive Cajun and Creole cultures all come together. With a prime, central location—just an hour away from New Orleans and Lafayette—Baton Rouge is the perfect city to explore the eclectic culture of the amazing state of Louisiana.



Phi Kappa Phi National Office

Louisiana's Capital City highlights the unique history, music, culture and outdoors that both visitors to Louisiana and locals alike enjoy. With French, Spanish, Creole and Native American roots, the city is rich in its culture and politics. It houses over 300 years of history, much of which can be tasted in the food, seen in the architecture and learned through the state's history.

Baton Rouge is the fifth largest city on the Mississippi River and home to Louisiana's largest parish. Strategically seated at the mouth of the Mississippi River, the Baton Rouge area's assets are integral to the nation's logistics and energy networks. Additionally, the city boasts a thriving arts culture and food scene making it a hub for unique festivals all year long.

Nomination and Application Process

Salary

Salary will be competitive and commensurate with qualifications and experience.

How to Apply

Greenwood/Asher & Associates, Inc. is assisting Phi Kappa Phi in this search. Applications and nominations are now being accepted. Confidential inquiries, nominations and application materials should be directed to Greenwood/Asher and Associates. For a full application package please provide a cover letter, CV, and list of five references. Submission of application materials as PDF attachments is strongly encouraged. The search will be conducted with a commitment of confidentiality for candidates until finalists are selected. Initial screening of applications will begin immediately and will continue until an appointment is made.

Please direct inquiries, nominations, and application materials to:

Lauren McCaghren, Senior Executive Search Consultant

E-mail: laurenmccaghren@greenwoodsearch.com

The Honor Society of Phi Kappa Phi and Insperity provide equal employment opportunities to all employees and applicants in all company facilities without regard to race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, (or related medical conditions, including, but not limited to lactation), physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender, medical condition, genetic information, or sexual orientation in accordance with applicable federal, state and local laws.

The material presented in this leadership profile should be relied on for informational purposes only. This material has been copied, compiled, or quoted in part from Phi Kappa Phi documents and personal interviews and is believed to be reliable. While every effort has been made to ensure the accuracy of this information, the original source documents and factual situations govern.