



Nonprofit and Foundation Consultants

EXECUTIVE SEARCH CONSULTANTS

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EXECUTIVE DIRECTOR DELTA GAMMA FRATERNITY, COLUMBUS, OH



PERFORMANCE PROFILE

BACKGROUND

Delta Gamma Fraternity (Delta Gamma), one of the oldest women's fraternities, was founded in 1873 in Oxford, Mississippi. The Founders sought to maintain high ideals and standards to encourage intellectual growth and service in order to exemplify college women at their best. Today, Delta Gamma's mission is to *offer to women of all ages a rich heritage based on the principles of personal integrity, personal responsibility and intellectual honesty. Its primary purpose is to foster high ideals of friendship, promote educational and cultural interests, create a true sense of social responsibility, and develop the finest qualities of character.*

Delta Gamma's membership has grown to more than 200,000 women worldwide with 147 collegiate chapters and more than 250 alumnae groups across the US and Canada. Supporting a membership this large and diverse requires an organizational structure substantial in size, scope and reach. With an evolving corporate structure, Delta Gamma Fraternity is the nonprofit 501(c)(7) parent organization, with two supporting organizations – Delta Gamma Fraternity Housing Corporation (DGFHC, a 501(c)(7)) and the Delta Gamma Foundation (DGF, a 501(c)(3)).

Since 1936, Delta Gamma's philanthropic purpose has been Service for Sight – which it supports through the good work of Delta Gamma Foundation. Protecting the gift of sight is one of Delta Gamma's highest priorities. Grants to organizations sharing this mission recently exceeded \$2.8M through the Foundation.

Delta Gamma has an annual operating budget of roughly \$3.5M, 42 employees (52 total including Collegiate Development Consultants), headquarters in the Upper Arlington suburb outside of Columbus, OH, and a Fraternity Council comprised of 8 dedicated volunteers.

More information on Delta Gamma Fraternity can be found by visiting www.deltagamma.org.

POSITION OVERVIEW

This exciting executive leadership role provides the opportunity to lead, inspire, motivate and oversee the operations of a dynamic, prestigious, and meaningful sisterhood organization. The Executive Director works in partnership with Council and the staff to provide leadership, vision, and direction for the organization and to develop organizational strategy. The Executive Director implements policies approved by Council, manages the Executive Offices' role in supporting the organization's programs and operations, and represents Delta Gamma in the community, within the National Panhellenic Conference ("NPC") and other related organizations. The Executive Director is a key liaison between the Delta Gamma Fraternity and the Delta Gamma Foundation, and Delta Gamma Fraternity Housing Corporation.

Broad areas of responsibility include planning and evaluation, legal and compliance, policy administration, personnel and fiscal management, and public relations. This is a full-time, exempt position, hired by and directly accountable to the Fraternity Council.

More specifically, the Executive Director is responsible for:

- Providing strategic thinking and leadership to advance the mission and business of Delta Gamma Fraternity. Leading, coaching and mentoring the Executive Offices staff to deliver outstanding performance, service and professional development.
- Building positive relationships with Council, the Foundation Board of Trustees, leaders of the Fraternity Housing Corporation, and key leaders within NPC and partner organizations.

- Developing short- and long-term plans for Executive Offices operations and professional development for staff, including clear expectations of staff and tools to measure success.
- Developing a staffing structure that supports the efficient/effective delivery of services and programs, accomplishment of major goals identified in the 2009-2014 Strategic Plan, and effective overall management.
- Selecting, supervising and evaluating the performance of department managers. Overseeing recruiting, training and supervising of personnel, inclusive of the annual review process, compensation and benefits administration, with input from department managers and Council.
- Overseeing the preparation of Fraternity budgets with input from department managers, and playing a key role in analyzing revenue and expenses, implementing strategies that ensure the fiscal health of the Fraternity. Serving on the Financial Committee, and works collaboratively with key financial staff in preparing and presenting a biennial budget to Council. Communicating key budget decisions or changes to appropriate staff.
- Ensuring Delta Gamma is in compliance with all local, state and federal legal requirements. Escalating matters to outside counsel when necessary.
- Attending all meetings of the Council; recording action items and implementing decisions at the staff level.
- Attending all Fraternity Seminars, Conventions and Officer Training Seminars, representing staff and assisting with operational issues connected therewith.
- Representing Delta Gamma by participating in key associations, attending conferences, serving on committees, and speaking in public settings.
- Ensuring that building operations are properly managed and long-term plans for all Delta Gamma office property, equipment and furnishings are in place and adhered to.
- Managing crises and intervening in emergency situations when necessary.

PERFORMANCE OBJECTIVES

At the end of 12 months, the Executive Director will have accomplished the following:

- Worked collaboratively with the Fraternity Council to develop and implement a new organizational governance model.
- Increased Delta Gamma Fraternity revenue through outreach, engagement, retention and communication initiatives.
- Member evaluations indicate increased measures of satisfaction with their overall Delta Gamma experience.
- Improved the business operations of Delta Gamma to ensure it's financially sound and stable.
- Assessed overall operations to ensure programmatic, staff and resource alignment.

KNOWLEDGE, SKILLS AND ABILITIES

The ideal Executive Director candidate has a blend of the following:

- An undergraduate degree from an accredited university in business, finance, management or related field required. An advanced or Masters Degree is preferred.
- 10+ years experience in association/non-profit management with at least three years at the executive staff level, or equivalent and relevant experience from the for-profit sector. A business background with substantial nonprofit exposure would also be desirable.
- Passion for the mission of Delta Gamma and the ideals of the Fraternity.
- Strong business and operational acumen and experience, with an applied understanding of how technology and management systems can increase efficiency and effectiveness.
- Effective communication and presentation skills, in a variety of forms and contexts.
- Strategic organizational agility, with the ability to balance mission and vision.
- A courageous manager, with a proven skill for employing political savvy in resolving organizational challenges.

- Possess excellent analytical and interpersonal skills that are reflected in a high degree of professionalism with the staff, the Council, members of Delta Gamma, as well as executives from other organizations and members of the community.
- Experience working with an elected volunteer board of directors and a large volunteer leadership base; be comfortable working with a board of diverse individuals and taking direction from Council.
- Staff leadership and management skills, and adept at bringing out the best in people – paid staff and volunteers.
- Ability to exercise situational leadership skills ranging from strategic leadership to task management.
- A savvy leader, who values data and process when making decisions.
- Intellectual curiosity, possessing significant knowledge of the field of relevant subjects and issues affecting Delta Gamma.
- Greek affiliation is strongly preferred; Delta Gamma membership is desired but not required.
- Ability to travel as required.

COMPENSATION

This exempt, salaried position has an attractive compensation and benefits package consistent with other Executive Director level roles in fraternal organizations of similar size, scope, and scale. The benefits package is comprised of medical, dental, vision, retirement and vacation time as well as other benefits, including a supportive work environment and free parking.

TO APPLY

Individuals wishing to discreetly discuss this role may contact Todd Owens, Partner, Dewey & Kaye, 412.434.1335 or todd.owens@deweykaye.com. Qualified individuals may apply confidentially by submitting resume, cover letter and compensation requirements as MS Word attachments to: resumes@deweykaye.com. Please reference the following in the subject line of your email: **Executive Director, Delta Gamma Fraternity (#212-MH687)**.

Candidates must submit materials no later than Monday, February 20, 2012. If you do not receive an email confirmation of your submission within 3 business days, please contact Dawn Kopp at dawn.kopp@deweykaye.com or 412-434-1335.

Please direct all inquiries related to this position to Dewey & Kaye.

Delta Gamma Fraternity is an Equal Opportunity Employer.