

POSITION DESCRIPTION

POSITION: Executive Director, Triangle Fraternity
REPORTS TO: Triangle Fraternity National Council
LOCATION: Plainfield, Indiana

Overview:

The Executive Director (ED) is the Chief Executive Officer of Triangle Fraternity and is responsible for supervising a professional staff and working collaboratively with the Triangle Education Foundation (TEF) and Triangle Building and Housing Corporation (TBHC). The ED will oversee the day-to-day operations of all facets of the Fraternity and is responsible for implementation of the strategic plan. The Executive Director works collaboratively with the National Council concerning the direction of the Fraternity.

Responsibilities:

Strategic Management: Implement strategies and tactics of the Fraternity's long-range plans. Lead the Fraternity and staff in achieving the strategic plan and reporting progress to the National Council. This is the top priority of the organization.

Growth: Facilitate membership growth, both at existing chapters and expansion to new campuses by working with campus officials and alumni. This is a top priority of the organization.

Business Operations: Oversee all business operations, including finance, risk management, and grant application/execution. Develop the annual budget and five-year projections and manage to the budget and projections. Maintain financial stability and implement operational improvements.

Organizational leadership: Act as Triangle's ambassador for all audiences: undergraduates, alumni, parents, universities, and interfraternal relationships. Oversee the alumni engagement and cultivation process for the Fraternity in partnership with Triangle Education Foundation and Triangle Building and Housing Corporation.

Leadership Programs and Chapter Services: Oversee all leadership programs and chapter service operations and maintain adherence with the Fraternity's strategic plan. Work with TEF and TBHC to maximize funding for programs & services. Provide ongoing assessment and evaluation of programs and services and implement improvements and changes based on the assessment data.

Staff Management: Hire, educate, and train staff members, and develop an efficient staff structure and personnel policies that reflect the needs and goals of the Fraternity. Provide ongoing developmental guidance for staff members to take on increasing roles of responsibility.

Public Relations and Communication: Oversee all internal and external communications, including print, digital and social media. Maintain the Fraternity brand and brand standards. Work alongside the Foundation President in assisting with major gift fundraising and the capital campaign as needed. Represent Triangle Fraternity at appropriate association conferences and interfraternal events.

Risk Reduction & Crisis Management: Promote and maintain Triangle's positive risk management culture and lead the Fraternity's efforts to further reduce risk. Serve as primary contact person with the undergraduate and alumni officers to respond to crisis and/or emergency situations as they occur. Exemplify the Fraternity's Code of Ethics and values in all professional activities on behalf of Triangle Fraternity.

Required Qualifications:

- Bachelor's degree required with professional experience demonstrating increasing levels of responsibility
- Experience supervising and developing a diverse staff
- Detail oriented, excellent organizational skills, and ability to meet strict deadlines
- Superior interpersonal, written and verbal communication skills
- Public speaking, presentation skills and public relations skills
- Experience with budgeting & financial forecasting
- Travel required, including some weekends
- Skills in project management
- Experience working with, for, or on a volunteer board

Preferred Qualifications:

- Membership in Triangle or another fraternity/sorority
- Master's degree in student affairs, higher education, business administration, or related field with 5 years of professional experience
- Professional experience working in a national fraternity/sorority office, with fraternity & sorority life, and/or non-profit association management
- Experience using metrics, learning outcomes, assessment, and creating statistical reports
- Experience with crisis and risk management education/prevention
- Experience with event planning, contracting, and management
- Experience with alumni/member engagement and development
- Experience with grant writing and impact analysis
- Experience with CRM system, Salesforce preferred
- Experience working with STEM Education

Compensation/Benefits:

Commensurate with qualifications (range of \$75K to \$100K), with a generous bonus package and flexible work schedule. Benefits include: all premiums paid for health/dental/vision coverage, plus annual contribution to HSA/FSA; 401(k) with company match; support for education/training/professional development; generous vacation/PTO/comp time; cell phone reimbursement; ability to work remotely when necessary; employees keep all miles/points awarded through travel.

Application:

Interested candidates should submit a letter of interest outlining their qualifications and desire to lead Triangle, along with their resume to ed_search@triangle.org.

First consideration will be given to applications received by February 28, 2025. Interviews will take place in March/April, with offer anticipated by May 1, for a starting date before August 1.

Extra consideration will be given to those living in or willing to relocate to the Indianapolis area.