

ALPHA OMICRON PI

Inspire Ambition

Executive Director Job Description

Why the Executive Director of AOII

The Executive Director serves both the Alpha Omicron Pi Fraternity and Alpha Omicron Pi Properties. In this capacity, the Executive Director partners with the Executive Board and the Properties Board in formulating and setting policy; leads volunteers and staff to develop and implement strategic plans; and manages the daily operations of the organization. In addition, this position works collaboratively with multiple stakeholders to achieve organizational goals that enhance the collegiate and alumnae experiences of its members. The Executive Director is key in successfully operating Alpha Omicron Pi Fraternity, Inc. through the Carver Method of policy governance.

Reports to:

- International President, Executive Board

Direct Supervisor responsibilities to:

- Assistant Executive Director
- Director of Strategic Initiatives and Risk Reduction
- Director of Properties
- Director of Talent and Culture
- Director of Communications
- Director of Education and Training
- Director of Growth
- Director of Collegiate Experience
- General Counsel
- Outsourced Accounting Firm

Essential Duties or Functions

Ends Focus

The Executive Director is responsible for the operations of the organization, in partnership with our professional staff and volunteers, to develop and implement the strategic initiatives of the organization, providing the benefits that should exist for the members of Alpha Omicron Pi, as outlined in our Ends policies, the achievement of which constitutes our organizational success.

Key responsibilities include:

- Partnering with the Executive Board and Properties Board and leading professional staff and volunteers to ensure strategic initiatives are accomplished through internal programs or via external partners.
- Driving the achievement of organizational goals and objectives through strategic development and operational execution of AOII's policy set.
- Ensuring the timely development and delivery of monitoring reports, created to review progress of the organizational goals and objectives, as outlined by the Ends policies.
- Communicating positive or negative gaps on a monthly basis to key stakeholders; completing a dashboard with key indicators at least quarterly with key stakeholders.
- Providing recommendations for mid-term shifts in strategic priorities.

Executive Limitations Focus

The Executive Director is responsible for the development, implementation, and oversight of organizational practices that are in compliance with commonly accepted business and professional ethics, as well as the values of Alpha Omicron Pi, as outlined in the Executive Limitations policies of the organization.

Key responsibilities include:

Regarding Human Resources Management and Development

- Hiring and retention of qualified professional staff to achieve the requirements for program delivery and service commitments.

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Key responsibilities include: *Regarding Human Resources Management and Development continued*

- Supervision, leadership, and ongoing development of staff and international volunteers.
- Administration of annual performance evaluations and compensation review.
- Ensuring ongoing communication with and among professional staff members and volunteers.
- Communicating to professional staff and volunteers regarding fraternity operations and events.

Regarding Financial Planning and Management

- Maintaining financial oversight, to include resource allocation, budgeting, asset protection, and the management of investments.
- Developing resources sufficient to ensure the financial health of the organization.
- Serving as an ex-officio member of the Finance & Audit Committee.
- Serving as a liaison with Investment Counselors and Accounting Firm representatives.
- Negotiating contracts, leases and other documents with appropriate entities.

Regarding Operations Management

- Ensuring the effective daily operations of all processes within the Fraternity's headquarters.
- Supervising and serving as the liaison for Legal Counsel.
- Exercising oversight of headquarters facility management and maintenance.
- Ensuring technology solutions are current and effective for carrying out the business of the Fraternity.
- Exercising oversight of Fraternity administrative management, such as the execution of board votes and the recording of accurate board and Council minutes.
- Ensuring the timely development and delivery of monitoring reports, created to review progress of the organizational goals and objectives, as outlined by the Executive Limitations policies.

Governance Process Focus

The Executive Director is responsible for providing support to Executive Board and Properties Board as its members seek to lead within the values, practices, disciplines, and conduct prescribed in the Governance Policies of the organization, working to ensure that Alpha Omicron Pi achieves appropriate results for the appropriate people at an appropriate cost, avoiding unacceptable actions and situations.

Key responsibilities include:

- Serving as ex-officio member of the Executive Board and Properties Board.
- Attending all Executive Board and Properties Board meetings.
- Collaborating to develop agendas for Executive Board and Properties Board meetings.
- Serving as liaison to all Executive Board and Properties Board members.
- Providing regular communication to Executive Board and Properties Board regarding Fraternity operations and business.

Board-Management Delegation

The Executive Director is responsible for serving as the sole official connection to the operational organization, its achievements and conduct, as outlined in the Board-Management Delegation policies of the organization.

Key responsibilities include:

- Staying abreast of fraternity and higher education trends and resources to ensure AOII is at the forefront of innovation.
- Providing information to Executive Board on current fraternal issues impacting AOII.
- Providing information outside of the designated policy set that may impact the decisions of the Executive Board or otherwise enhance the knowledge base of Board members.

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Other Responsibilities

- Serving as an ambassador of the Fraternity at events, official meetings, conferences, and through positive public relations.
- Representing AOLL in the interfraternal community by attending official meetings and conferences, serving on system-wide committees and task forces as appropriate, and building collaborative and supportive relationships with other interfraternal leaders.
- Partnering with the Alpha Omicron Pi Foundation and its leadership to ensure a strong and productive relationship. Collaborating closely with the Alpha Omicron Pi Foundation Executive Director to clearly articulate Fraternity and Properties priorities and strategies.
- Developing a collaborative relationship with Alpha Omicron Pi Foundation Executive Director.
- Performing other related duties and assignments as required or requested by the Executive Board.
- Performing all responsibilities in accordance with the Culture Principles of Alpha Omicron Pi:
 - Accountability and Ownership
 - Collaboration
 - Engagement
 - Innovation
 - Open and Honest Communication

Required Qualifications

- Membership in a national/international Greek letter organization required; membership in Alpha Omicron Pi Fraternity strongly preferred.
- B.A. or B.S. degree required; advanced degree in business, management, or higher education preferred.
- Experience in management and leadership of a diverse group of professional staff and volunteers required.
- Minimum of 5 years of experience in management and supervision in an association or not-for-profit setting, higher education, or a related field required; 10 years of such experience strongly preferred.
- Proven experience in leading an organization to new levels of success through effective strategies and programs, team building, and thoughtful operational management required.
- Strong written and verbal communication skills required.
- Willingness and availability to travel extensively required.

Working Conditions

- Office setting based in Brentwood, TN
- Prolonged periods of sitting at a desk working on the computer
- Must be able to lift up-to 15 pounds at times

Other Duties

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.