



## **Position Title: Executive Director**

### **Company Overview:**

[Phi Mu Foundation](#) is currently conducting a search for its next **Executive Director**. The position is located in a beautiful 32,000 square foot building located on five wooded acres in Peachtree City, Georgia, just south of Atlanta.

**About Phi Mu Foundation:** Phi Mu Foundation was established in 1957 to provide Phi Mu Fraternity members and friends the opportunity to give back to Phi Mu through charitable, tax-deductible gifts. The mission of Phi Mu Foundation is the lifetime development of women through the support of leadership, scholarship, philanthropic and educational programs, as well as historic preservation.

Phi Mu Foundation comprises a professional staff of seven, including the Executive Director, and is governed by a twelve (12) member elected Board of Trustees. Phi Mu Fraternity and Phi Mu Foundation collaborate closely in a partnership that provides all Phi Mu sisters with a rewarding and fulfilling Phi Mu experience – an experience that upholds Phi Mu’s values and purpose. The Foundation has net assets of over \$10M. In FY 2018-19, Phi Mu Foundation awarded more than \$150,000 in scholarships and made grants to Phi Mu Fraternity of almost \$300,000. For more information, please visit [www.phimufoundation.org](http://www.phimufoundation.org) and [www.phimu.org](http://www.phimu.org).

**About Phi Mu Fraternity:** Founded in 1852, Phi Mu is the second oldest fraternity for women in the United States. Phi Mu’s membership includes 137 collegiate chapters, more than 180 alumnae organizations and nearly 200,000 alumnae members. Phi Mu provides programming for collegians built on the pillars of sisterhood, character, knowledge and service that enhances the education they receive in college. The Phi Mu Creed, by which all members strive to live, includes philosophies such as “...lend to those less fortunate a helping hand; walk in the way of honor; be steadfast in every duty; and serve in the light of truth, avoiding egotism, narrowness, and scorn.”

### **Requirements of Executive Director Position:**

- Qualified candidates for the position of Executive Director will be visionary leaders and inspirational spokespeople with a successful record of accomplishment
- Ability to understand, embrace, demonstrate passion about and advance Phi Mu Foundation’s mission and to appreciate and support the role that Phi Mu plays in the lives of women
- A minimum of 5 years’ experience of successful fundraising and significant experience in nonprofit administration
- Demonstrated track record of success in fundraising and extensive knowledge of fundraising strategy; including major gift solicitation (>\$25,000), campaign experience, annual fund, and planned/deferred giving
- Willingness and ability to work onsite, full time in Peachtree City, GA
- Oversight of budgeting process and demonstrates strong non-profit acumen; understanding financial reporting and endowment management

- Previous experience managing direct reports including hiring, training, developing, coaching, mentoring and performance management
- Knowledge of all required state and federal reports and filings
- Experience with conflict management and resolution
- Professional and polished image including dress and demeanor as this person acts as chief engagement officer
- Effective verbal, written, marketing, graphical and presentation skills
- Demonstrated ability to advance relationships with constituent stakeholders, including prospective and current donors, prospective and current clients, other Greek letter organizations, professional organizations and volunteers
- Evidence of quality leadership that is effective, creative, stimulating, and evidence that the individual acts as team player
- Evidence that the individual acts in accordance with ethical fundraising practices.
- Evidence of commitment to the profession and to philanthropy through volunteer service and financial support to his/her foundation or organization
- Demonstrated commitment to continuing professional development, conference participation, publication, and professional education
- Computer literate in Microsoft Word, Excel, PowerPoint and understanding database software
- Ability to understand and execute the goals of the parent organization, Phi Mu Fraternity
- Knowledge and/or experience working in a Board Governance model
- A bachelor's degree from an accredited college or university with a focus on business, marketing, communications or related area
- All candidates will be expected to have a respect for confidentiality, sensitivity to, and ability to work with all Greek letter organizations
- A willingness to promote and support the philosophy, mission, and vision of Phi Mu Foundation and its initiatives and an ability to work in partnership with the Foundation leaders, board members, Phi Mu Fraternity leaders, and staff to achieve optimal leveraging of Phi Mu Fraternity and Phi Mu Foundation
- Ability to use of good judgment in all communications relationships, be self-directed, be able to manage multiple tasks, be accurate, timely in the completion of assignments, and be able to work extended or non-traditional business hours as needed.
- Ability to travel up to 40% for donor visits, fundraising activities, events and conferences.

**Preferred Skills and Qualifications:**

- CFRE and/or ACFRE designations
- Membership in a Greek letter organization is strongly desired
- Experience serving as a Phi Mu volunteer extremely beneficial
- Experience working with Raisers Edge preferred
- Master's degree in Business, Non-Profit Management, Higher Education, Communication or related area
- Previous experience as an Executive Director in a non-profit organization a plus
- Experience acting as a Liaison to work effectively between and/or across related or sister organizations

**Specific Duties and Responsibilities**

The Executive Director is directly responsible for conducting, managing and controlling the operations of Phi Mu Foundation, including overall program effectiveness, fund development, budgetary controls, volunteer relations, Board of Trustee relations, public relations, and personnel administration.

The Foundation Board of Trustees operates under the Board-Governance model. The Board is responsible for identifying the organizational outcomes, and it is the responsibility of the Executive Director to provide a plan of action to achieve the outcomes within the established limits. The Executive Director reports directly to the Board. Reporting to the Board of Trustees, the Executive Director is responsible for the following activities and responsibilities:

**Fundraising:**

***Time Allocation: up to 50%***

- With the help of legal counsel, ensure that all requirements for registrations for solicitations, renewals, and reports are current in states requiring such registration.
- With the Director of Development, develop an annual fundraising plan including but not limited to the Annual Fund.
- With the Director of Major Giving, develop an annual fundraising plan to cultivate, solicit, document principle and major gift donor pipeline; this includes documenting planned gifts and support Campaign strategy
- Manage a donor portfolio of at least 25 prospects and direct major gift strategy for the Board.
- Ensure that contributed funds are used in accordance with donor wishes.
- Attend all major fundraising events sponsored by Phi Mu Foundation.
- Responsible for leading solicitations as well as securing sponsorships.
- Work with volunteers, staff, board, and other constituents to ensure that fundraising goals are met and lead solicitation strategy as necessary
- Engage in donor prospecting, research, cultivation, and recognition.
- Stay abreast of changes in solicitation laws and other legislation affecting fundraising.

**Board of Trustees Support:**

***Time Allocation: up to 20%***

- Serve as staff liaison to the Board of Trustees.
- Participate as an *ad hoc* member of all the board committees (Executive, Governance, Grant-making, Finance, and Development) as well as other committees or task forces that may be established from time to time.
- Attend Board of Trustees meetings and assist with their planning.
- Support the work of the Board and its committees in every way required.

**Administration/Planning/Managerial:**

***Time Allocation: up to 20%***

- Address long term-growth through proactive strategic planning and implementation.
- Hire and develop staff effectively and efficiently to perform functions of the Foundation.
- Oversee and assess staffing, program and equipment needs to obtain funding to support the various missions.
- Ensure that the organization operates within the mandate of the mission, values, business ethics, best practices, and policies of Phi Mu Foundation.
- With the Finance Committee, develop annual operating budget and review monthly financial statements and performance of investments.
- Ensure that Foundation operations and programs fall within budget guidelines.
- Hold weekly (or biweekly) meetings of the combined administrative staff at the Phi Mu Foundation office.
- Nurture relations of all staff.

- Maintain open and collaborative communication with the Fraternity Executive Director and staff.
- Maintain legal records of the Foundation including votes, Policy Manual, Employee Manual, Bylaws and contracts.
- Present regular updates to the Board of Trustees on all aspects of Foundation operations.
- Travel for the Foundation when necessary including the Foundation Seminar and donor prospect visits.
- Assist members of the board on Foundation-related trips when necessary.
- Hire, train, and supervise any and all fundraising staff.
- Provide annual performance reviews of appropriate fundraising and administrative staff.
- Recommend outsourcing when appropriate.
- Participate in the selection of outside counsel for special purposes, when approved by the Board of Trustees.
- Review and update job descriptions annually as necessary.

**Public Relations and Programs:**

***Time Allocation: up to 10%***

- Schedule, plan and administer Board meetings and Foundation presence at the biennial Phi Mu convention.
- Speak at strategically appropriate gatherings
- Attend fundraising events sponsored by others for Phi Mu Foundation’s benefit.
- Be available for interviews for radio, television, and print media.
- Review and approve all written materials that promote and represent Phi Mu Foundation.
- Seek collaborative engagement opportunities with strategic partners.

**Compensation and Availability**

Phi Mu Foundation offers a competitive compensation package to attract the right candidate. The organization offers stimulating work and professional development opportunities, encouraging all Phi Mu Foundation team members to generate innovative ideas to further the goals of the organization. Phi Mu Foundation also provides employees with a comprehensive benefits package. The position is located in Peachtree City, Georgia and is available immediately.

To apply, please send a cover letter and current résumé (Microsoft Word® format preferred) to [fpres@phimu.org](mailto:fpres@phimu.org). A well-crafted cover letter outlining how your background and experience relate to the position is considered an important part of the candidate review process. All applications will be acknowledged.

*Phi Mu Foundation is an Equal Opportunity Employer that values the strength diversity brings to the workplace. Phi Mu Foundation does not unlawfully discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, disability, ancestry, medical conditions, family care status, sexual orientation, or any other basis prohibited by law.*

For more information, please [fpres@phimu.org](mailto:fpres@phimu.org)