



Job Title: Executive Director

Reports to: Board of Directors

Status: Exempt, Full-Time

Location: Remote (but with travel obligations as noted below)

Base Compensation: Salary range of \$140,000 to \$170,000 annually, depending upon candidate's experience and qualifications

Benefits: See full description below

Alpha Phi Foundation, a 501(c)(3) nonprofit foundation advancing women's lives through the power of philanthropy in support of Alpha Phi Fraternity, is seeking an Executive Director to lead our next phase of growth and innovation. We recently completed the most successful comprehensive campaign in our organization's history and one of the largest ever in the fraternal world, and we're looking to ensure the success of our mission (and our endowment) continues far into the future.

POSITION SUMMARY

The Executive Director serves as chief executive officer of the Alpha Phi Foundation (the "Foundation"), responsible for all aspects of a comprehensive development program in service of the Foundation's mission. The Executive Director reports to the Foundation's Board of Directors (the "Board"), works in close coordination with staff counterparts from Alpha Phi Fraternity (the "Fraternity"), and leads a corps of professional staff and volunteers to execute the Foundation's strategic plan.

Essential Areas of Responsibility

Executive Leadership

The Executive Director leads and manages the overall business of the Foundation, including (but not limited to):

- Developing, maintaining, and supporting a strong Board and volunteer corps for the Foundation, including serving as an ex-officio member of various Foundation advisory groups
- Implementing the Foundation's strategic plan and reporting regularly to the Board on progress toward goals
- Liaising with Fraternity staff on key matters impacting both organizations
- Actively engaging and managing successful relationships with alumnae, partner organizations, vendors, other fraternal organizations in support of the Foundation's mission

Fundraising

The Executive Director bears ultimate responsibility for all fundraising for the Foundation, including (but not limited to):

- Creating and executing all necessary strategies to meet fundraising goals
- Hiring, training, mentoring and supervising qualified development staff
- Maintaining individually a high-touch fundraising portfolio of major donors and gift prospects
- Engaging the volunteer steering advisory group and other key development-related constituencies
- Reporting regularly to the Board on development activities and planning and progress toward goals

Financial Management

The Executive Director safeguards the Foundation's assets by employing sound fiscal controls and management, including (but not limited to):

- Maintaining the Foundation's tax-exempt status and ensuring performance of an annual audit in accordance with generally accepted accounting principles
- Developing and managing the Foundation's annual budget
- Overseeing and driving the performance of the Foundation's investment portfolio in consultation with the Foundation's investment advisors and in accordance with Board policies
- Following industry standard best practices for fiscal record keeping and reporting
- Engaging the volunteer finance and investment advisory groups
- Reporting regularly to the board on performance against budget

Administration and Human Resources

The Executive Director administers the daily business of the Foundation as a nonprofit corporation, including (but not limited to):

- Hiring, supervising, developing and evaluating the professional staff and providing strong leadership on a daily basis to ensure a positive culture in a remote working environment
- Ensuring all operations of the Foundation comply with all applicable laws and its own policies
- Managing the Foundation's grant process and communications with Alpha Phi Fraternity with respect thereto
- Negotiating and administering vendor contracts and relationships
- Serving as liaison to all professional advisors (accounting, legal and investment)

Public Relations and Marketing

The Executive Director leads the Foundation's public presence and ensures marketing and communications consistently support and emphasize its mission, including (but not limited to) the following:

- Serving as the chief public spokesperson for the Foundation
- Attending key Foundation events and Board meetings, the biennial Convention, Leadership Conferences, fraternal conferences and other events as directed by the Board
- Building the Foundation's brand reputation and partnerships with affiliate organizations
- Deepening and refining all aspects of communications – online, in person and direct mail – to drive the achievement of the Foundation's goals

Required Knowledge, Skills and Abilities

Concrete demonstrable experience and other qualifications include:

- Significant executive leadership experience, including nonprofit financial management, HR, marketing/branding, etc., and including experience working and managing remotely
- Significant senior-level fundraising experience in the nonprofit sector, preferably as an Executive Director, Director of Development or equivalent role, with proven and sustained success in major gift solicitation and an understanding of current fundraising trends
- Higher education work experience (development, advising, financial or other) preferred
- Membership in Alpha Phi preferred; membership in Greek organization required
- Bachelor's degree required; advanced degree preferred
- Willingness to travel to in-person meetings and events required of the position, including in-person donor cultivation visits and other major events, including (but not limited to):
 - In-person Foundation Board Meetings (at least three times per calendar year from Friday through Sunday)
 - Alpha Phi Leadership Conferences (typically weekends in January and February)
 - Foundation for Fraternal Excellence Conference (typically one week in August)
 - Alpha Phi Biennial Convention (every other year for one week – next is June 2026)
- Willingness to work flexibly to accommodate evening and/or weekend hours as required, including (without limitation):
 - Foundation Executive Committee and Board meetings (each one evening per month)

- Foundation Advisory Group meetings (timing and frequency varies)
- Annual Day of Giving (usually Fall)

DESCRIPTION OF BENEFITS

Alpha Phi Foundation is an Equal Opportunity Employer. We offer a competitive, comprehensive benefits package to employees. All full-time employees are eligible for health insurance. The Foundation pays a portion of the premium costs for medical, dental, and vision benefits, and the employee is responsible for the remaining portion of the premiums. Life insurance, long-term and short-term disability insurance are offered at no cost to all full-time employees following thirty (30) days of continuous employment. Full-time employees over the age of 21 are eligible, at the employee's option, to participate in any retirement plan offered by the Foundation. Eligible employees will receive any match that the employer has currently in effect. In addition, paid holidays, PTO, and leave are part of the benefit package.