

BUILDING **NOBLE** **GENERATIONS** OF MEN

SINCE 1920



CHIEF EXECUTIVE OFFICER



SIG TAU

ENDEAVOR FORWARD



Sigma Tau Gamma National Fraternity is excited to announce the search for its next CEO and is now accepting applications for this exceptional leadership opportunity with a growing national college fraternity.

BACKGROUND & OVERVIEW

Sigma Tau Gamma Fraternity, a premier national fraternity dedicated to the development of men of character and integrity, is seeking a dynamic and visionary Chief Executive Officer (CEO). The successful candidate will play a critical role in shaping the future of our organization, guiding our mission, and leading our fraternity into its next chapter of growth and success. The search is in response to the current CEO's (Brother Barlow) decision to retire after years of service. The outgoing CEO will remain on staff to assist with the transition.

The CEO of Sigma Tau Gamma has the role of CEO for three entities: Sigma Tau Gamma Fraternity, Sigma Tau Gamma Foundation (501c3), and the WPN Housing Corporation. The next CEO will lead a remarkable team of approximately ten geographically diverse staff with operational headquarters in Indianapolis, oversee a volunteer leadership corps, and will have significant interaction among members, alumni, and host campuses (50+). This individual is responsible for developing future strategic plans as well as overseeing day-to-day operations and fundraising.

**TO BE A FRATERNITY OF COURAGEOUS
AND NOBLE GENTLEMEN WHO ALWAYS
ENDEAVOR FORWARD.** 

POSITION DESCRIPTION



RESPONSIBILITIES



FRATERNITY

The Fraternity responsibilities for the CEO include the overall organization, supervision, and direction of the staff in conducting day-to-day business, programs, and activities. This includes providing services to chapters, alumni, and publications and managing the physical and financial resources of the organization.



FOUNDATION

The Foundation responsibilities for the CEO include overall organization, fundraising, directing the efforts through a team of headquarters staff members and alumni volunteers, and managing the resources of the organization. The mission of the Foundation is to make possible the use of tax-deductible charitable gift dollars for the development of scholarship, leadership, and citizenship for our members.



WPN HOUSING

The CEO is the chief executive officer for the WPN National Housing Company, LLC, which exists to enhance the undergraduate fraternity experience by providing assistance, support, and property management for undergraduate members of Sigma Tau Gamma.

STAFF & OPERATIONS MANAGEMENT

Time Allocation: 40%

- Oversee day-to-day operations of the fraternity.
- Manage administrative duties, including employee supervision, human resources, and policy implementation.
- Steward organizational finances and ensure the financial health of the organization.
- Comply with record-keeping requirements and ensure timely communication with the Board of Directors, Foundation Trustees, and Housing Managers.
- Manage and foster teamwork with a remote staff.

STRATEGIC PLANNING & GOVERNANCE

Time Allocation: 20%

- Support the fraternity's vision and oversee the development and delivery of programs and services to stakeholders.
- Work closely with the three boards (Fraternity, Foundation, and WPN) to align chapter initiatives with strategic direction.
- Support and abide by the governance policies of the three boards (Fraternity, Foundation, WPN).
- Execute the strategic priorities of the respective boards

FUNDRAISING & PROPERTY MANAGEMENT

Time Allocation: 15%

- Lead and direct fundraising efforts for the Foundation.
- Commitment to ethical fundraising practices, philanthropy through volunteer service, and continuous donor stewardship.
- Manage properties under the Housing Corporation and oversee the WPN housing corporation.
- Participate in inter-fraternal (trade and professional) organizations.

MEMBER & STAKEHOLDER ENGAGEMENT

Time Allocation: 15%

- Foster strong relationships with members, alumni, and stakeholders to enhance member experience and retention.
- Oversee a nationwide volunteer corps, including the development, support, and oversight of volunteer officer ranks.
- Drive safety and wellness management initiatives in the organization.

COMMUNICATIONS, IMAGE, AND BRANDING

Time Allocation: 10%

- Oversee all digital and print media/communications.
- Ensure timely communication with key constituencies.
- Promote the Sigma Tau Gamma brand through strategic marketing and communication efforts to enhance visibility and reputation.
- Advocate for the organization's interests and promote positive perceptions of fraternity life among internal and external stakeholders, including policymakers, higher education institutions, and the general public.

DESIRED ATTRIBUTES

LEADERSHIP & MANAGEMENT

- ◆ Member-centered leader with Greek experience.
- ◆ Prioritizes personal and professional development of collegiate-aged men.
- ◆ Proven leader who will inspire and motivate.
- ◆ Disciplined leader with financial experience to manage finite resources while thinking innovatively.
- ◆ Astute manager who empowers stakeholders, and communicates expectations with clarity and enthusiasm.
- ◆ Collaborative leader who values teamwork and inclusivity.
- ◆ Team builder with the ability to work with various stakeholders.

BUSINESS STRATEGY & SUSTAINABILITY

- ◆ Strategic thinker with business acumen, demonstrated through project and strategic planning experience.
- ◆ Eager and effective fundraiser.
- ◆ Experience in developing and complying with governance.
- ◆ Awareness of critical national issues and appreciation for the role of Sigma Tau Gamma in effecting change.
- ◆ Commitment to preserving the fraternity's legacy.

PERSONAL & ETHICAL QUALITIES

- ◆ Person of intercultural competence who respects, appreciates, and promotes diversity.
- ◆ Visible leader with integrity, authenticity, warmth, and approachability; uphold ethics in all business practices.
- ◆ Strong ethical foundation and commitment to the Fraternity's Principles.
- ◆ Passion for mentorship, leadership development, and member engagement.
- ◆ Self-starter with an entrepreneurial spirit and the ability to find creative and economical solutions to complex problems.

LEARNING
INTEGRITY
EXCELLENCE

LEADERSHIP
CITIZENSHIP
BROTHERHOOD

QUALIFICATIONS

EDUCATION & CERTIFICATIONS

- ◆ Bachelor's degree required; advanced degree preferred in business, higher education, or a related field.
- ◆ Awareness of and proficiency in emerging technologies and evolving communication trends.

LEADERSHIP & MANAGEMENT EXPERIENCE

- ◆ 7+ years of relevant experience, with 5+ years in management roles.
- ◆ Proven leadership experience within a Greek organization, membership-based, or nonprofit organization.
- ◆ Experience managing a diverse staff and overseeing operations remotely.
- ◆ Track record in developing and launching new programs/services, and leading change management.

FINANCIAL & FUNDRAISING EXPERTISE

- ◆ Demonstrated experience of financial management including cashflow, budgeting, and accounting.
- ◆ Experience executing fundraising strategies including securing major gifts, developing capital campaigns, and harnessing annual funds and planned giving.
- ◆ 2+ years of successful fundraising and nonprofit administrative experience.

STAKEHOLDER & RELATIONSHIP MANAGEMENT

- ◆ Exceptional written and verbal communication skills, including public speaking and presentations.
- ◆ Proven ability to build and maintain relationships with diverse stakeholders, including members, donors, volunteers, and industry partners.
- ◆ Experience working with or as part of a board of directors, and managing volunteer organizations.
- ◆ Understanding and appreciation of fraternity/sorority life, higher education, and current trends in these environments.

TRAVEL & AVAILABILITY

- ◆ Ability to travel approximately 25-35%, for events, conferences, and donor/fundraising activities
- ◆ Weekend or non-traditional business hours required as necessary.





Salary commiserate based on skills, experience, education, and training and reviewed annually.

DESIRED START DATE

CEO designee start April 7, 2025. CEO start July 1, 2025

Non-Discrimination Policy. The Sigma Tau Gamma Fraternity, Foundation, and the WPN National Housing Company are an equal opportunity employer. We do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.



APPLICATION PROCESS

To be considered for this opportunity, applications should include:

- ❖ Minimum two-page letter of interest detailing applicant's background in relation to the described qualifications and attributes as well as addressing the following questions -
 - ❖ *Where do you see Greek Life in 10 years and how would you best position Sig Tau?*
 - ❖ *Sig Tau competes with a range of extracurriculars, barriers, and student obligations in higher education. How would you work to enable growth and retention with competing factors?*
 - ❖ *What strategy or approach is needed to be successful in prospecting and securing meaningful fundraising opportunities?*
- ❖ A current resume or curriculum vitae
- ❖ Minimum of three professional references with each stating the person's relationship to the Applicant, current job title, e-mail address, and phone number (references will not be contacted without prior authorization from the Applicant).
- ❖ Additional materials relevant to the application are welcome, but not required

The above application materials must be submitted electronically to careers@sigtaw.org. The priority deadline for applications is Sunday, November 17 and the final closing deadline is Sunday, December 1. Initial rounds of application review will begin Monday, November 18.

There will be three phases to the review process; an initial application screening, secondary virtual interview(s), and a final in-person interview. Final candidates must complete a background check and should be prepared to meet in person with the Sig Tau Board of Directors in Indianapolis, IN on January 10-11, 2025. Travel expenses will be covered and/or reimbursed by the Fraternity.

All inquiries and applications will be received and evaluated in full confidence.



SIG TAU

sigtau.org