

Delta Sigma Pi – Central Office
Job Description

Job Title: **Executive Vice President of the Delta Sigma Pi Leadership Foundation**

Reports to: **Executive Director of the Delta Sigma Pi Fraternity** (through contractual relationship between Leadership Foundation and Fraternity)

Classification: DSP-7, Exempt

Position Summary

The Executive Vice President is the chief administrative and development officer for the Foundation and is responsible for daily operations in support of the mission of the organization, which is to provide funding for educational programs and scholarships for members of the International Fraternity of Delta Sigma Pi, a professional business fraternity. This position works closely with the Executive Director of the Fraternity to maximize collaborative efforts. The Foundation is headquartered in Oxford, Ohio, but remote working is possible with scheduled, periodic trips to the physical office important.

Responsibilities

1. The primary responsibility of this position is to oversee the daily activities of the Foundation. These responsibilities may include, but are not limited to, the following duties:
 - Manage all fundraising campaigns and donor communication
 - Oversee the maintenance of all donor records and recognition programs
 - Manage scholarship and grant programs
 - Prepare and administer the annual budget including the authorization of expenses, including the submittal of the annual budget for approval to the Board of Trustees
 - Coordinate an annual audit with an external audit firm, to assure accuracy and compliance
 - Oversee preparation of monthly financial updates on the Foundation, produced by finance department staff
 - Plan and coordinate all meetings of the Board of Trustees, donor events and other Foundation related functions
 - Provide reports for and during Board of Trustee Meetings
 - Serve as the Corporate Secretary and Treasurer, and as an authorized signatory for checks

2. Develop strategies to increase Foundation revenue from new and existing avenues. These responsibilities may include, but are not limited to, the following duties:
 - Make cultivation and formal “ask” visits and calls for significant gifts as part of normal calendar
 - Coordinate fundraising activities at Fraternity events including LEAD, Grand Chapter Congress and special Fraternity functions
 - Develop and coordinate the Foundation’s Deltasig Investors Roundtable (\$1,200+ annual support), Living Legacy Society (planned giving), Deltasig For Life Donors (automatic giving program), Chapter Leadership Funds (local chapter support funds) and transformational/major gifts program

- Coordinate and communicate the creation of new endowment funds through collegiate and alumni chapters as well as individuals
 - Encourage Trustees to cultivate relationships and complete formal “asks” from donors
 - Support Trustees on planning and communicating all fundraising activities
 - Oversee the marketing plan for the Foundation including social media, website and mobile technologies; as well as the management of vendor relationships
 - Write and submit grants for educational programming and scholarship funding available through other Foundations and donating organizations
3. Provide strategic planning oversight, support and direction to the operations of the Foundation and serve as a resource to the Trustees for strategic planning decisions.
 4. Supervise Foundation staff, development and support, and any Fraternity staff performing Foundation functions (through contractual relationship). These responsibilities may include, but are not limited to, the following duties:
 - Work with Fraternity staff in development and coordination of corporate sponsorships and partners, including maintenance of relationships with corporate partners and potential partners
 - Attend Delta Sigma Pi Fraternity Board meetings and joint planning meetings
 - Facilitate communication among the Trustees and between the Trustees, donors and staff
 - Develop relationships with other foundations and charities to meet mutual needs and purposes
 5. Develop a strong working relationship with the Foundation Chair and the Executive Committee to achieve organizational success.
 6. Perform other duties as assigned by the Executive Director of the Fraternity and/or the Foundation Chair.

Qualifications

- Bachelor’s degree or higher preferred.
- Specialized education in non-profit management and fundraising preferred.
- Minimum 2 years’ experience in the non-profit or public sector, working with volunteer boards.
- 5 years fundraising experience within a membership organization or educational setting preferred.
- Grant writing experience preferred.
- Knowledge of strategic planning and budgeting processes, financial reporting and tax guidelines for non-profits, annual campaigns, major gift solicitation processes and planned giving programs is preferred.
- The individual must be a self-starter, able and willing to travel for long periods of time, work long hours, late evenings and on weekends.

Overview of Expectations

All employees of Delta Sigma Pi are charged with working under the direction of the Board of Directors, through the Executive Director, to accomplish all needs of the organization. The Fraternity has a small office environment. An overall fundamental goal of “let’s get it done through teamwork” is key for the success of the organization.

Environment

Role requires travel approximately 25% of the time, including air travel and extensive driving. Individuals must maintain a valid driver’s license and the ability to travel through all necessary means of transportation.

Headquarters facility is an air-conditioned, smoke-free, small business environment.

Will be required to attend meetings on campuses or in facilities of various sizes and levels of accessibility.

This role will include a non-traditional schedule, nights and weekends are required. The nature of the role will frequently require work beyond a standard 40-hour workweek.

Disclaimer

This job description is designed to provide a general overview of the requirements of the job and does not entail a comprehensive listing of all activities, duties or responsibilities that will be required. Delta Sigma Pi reserves the right to add to, remove or modify this job description at any time. Delta Sigma Pi also reserves the right to release or delete this position at any time.

Signatures

I have read, understand and agree to put forth my best effort to accomplish the duties and responsibilities outlined above.

Employee _____ Date _____

Executive Director _____ Date _____