



PHI ETA SIGMA NATIONAL HONOR SOCIETY, INC.

Executive Director Position Announcement

Founded in 1923, Phi Eta Sigma is the nation's oldest and largest honor society for first-year university students of all disciplines. Inspired by the past and dedicated to the future, the mission of the Society is to encourage and reward academic excellence. Since its founding, more than 1,200,000 scholars have been inducted and currently the Society is chartered on more than 380 U. S. campuses. Once inducted, a Phi Eta Sigma scholar is a member for life.

The National Office provides support to members and chapter advisers through membership materials, sharing of best practices, national conventions, development of an annual society magazine, and awarding approximately \$300,000 in annual national scholarships. The National Office provides an on-line membership process as well as a substantial national website and social media presence. National Office support is also provided to regional conventions.

An important strength of Phi Eta Sigma is in its form of government. The Society is governed by a Constitution and Laws, as well as Administrative Policies, generated in large part by student delegates attending the biennial conventions. The National Office is supported by an Executive Committee, comprised of elected national officers, chapter advisers, and student members, which meets at least annually.

The Executive Director is appointed by the Executive Committee and reports to the Society Grand President. The ED is responsible for the viability of the Society through staff selections and management, proposes and manages operational budget and scholarship foundation, represents the Society internally and externally, develops strategic plans, and provides leadership to all Society operational and functional processes. As the society prepares for its 100 year anniversary, the Executive Director will also be immediately tasked with working with society stakeholders to develop and implement a new strategic plan.

Qualifications for the Executive Director position include at least seven years of progressively responsible work experience in higher education, administrative experience, education beyond an undergraduate degree, and knowledge of roles and responsibilities of collegiate honor societies OR equivalent experience as determined by the search committee. The successful candidate will possess excellent written and oral communication skills, demonstrated ability to work with diverse publics, understanding of information systems and social media in office operations and communication, and a proven track record of innovation execution. Experience in working with volunteers, marketing, and financial management is necessary. Event management experience is preferred. The person needs to be a pragmatic, visionary leader with willingness to travel.

The National Office is currently located in Bowling Green, Kentucky but is not restricted to the current location. The current staff consists of an Executive Director, Communications/Media Specialist, Executive Assistant, and student assistants.

The Executive Director search begins on January 1, 2019, and continues until the position is filled. The application process will be open at least through March 1, 2019. Review of applications will commence as applications are received. The salary is contingent upon experience and qualifications. Beginning date will be negotiated with responsibilities to be assumed by mid-Summer 2019.

For consideration, applicants should digitally submit a letter of interest and vita with contact information of three professional references to mmmlawrence@gmail.com - subject line: PES Executive Director. Alternatively mail submissions to: Molly Lawrence, Phi Eta Sigma Grand President, 2705 Union Chapel Road, Northport, AL 35473. References will not be contacted until applicant approval is provided. Questions should be addressed to Mrs. Lawrence at mmmlawrence@gmail.com - subject line: PES Question or call 205.310.4059. Nominations should also be forwarded to Mrs. Lawrence.

Phi Eta Sigma is dedicated to an inclusive environment in which applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, gender identity, disability, sexual orientation, or Veteran status.