



DELTA CHI HEADQUARTERS

PO BOX 1817
IOWA CITY, IA 52244
PH: 319-337-4811
www.deltachi.org

Associate Executive Director

Position: Associate Executive Director

Reports to: Executive Director & CEO

Position Deadline: February 15, 2019

Location: Indianapolis, IN

**This position will be remote until the relocation of the International Headquarters in 2019. Frequent trips to Iowa City, IA will be required until that time.*

The Delta Chi International Fraternity is looking for an experienced professional to partner with the Executive Director & CEO to further develop its values-based approach to elevating the Delta Chi experience for undergraduate and alumni members. Delta Chi is committed to enhancing the member experience through increasing accountability, streamlining policies with practice and effective chapter operations.

Direct responsibilities:

- Serve as the lead staff member on all chapter and colony redevelopment plans and provide resources to assist those chapters in identifying and overcoming challenges.
- Provide appropriate training to brothers through partnerships with campus administrators, advisors and other staff as it relates to chapter operations.
- Interface with the Fraternity's insurance provider as needed.
- Partner with the Executive Director & CEO in the execution of the Fraternity's strategic initiatives, manage staff progress and make recommendations as necessary.
- Collaborate with the Fraternity staff to update and regularly review goals and progress made toward the strategic initiatives.
- Work with the Director of Finance and the Events Coordinator on all staff development plans, including staff retreats and other staff bonding and growth opportunities.
- Partner with other staff in the big picture planning of major meetings and events including, but not limited to, International Convention, Board of Regents meetings, etc.
- Be a member of the crisis response team, work on cases as assigned, and monitor progress.
- Directly supervise the Director of Fraternity Services, Director of Fraternity Growth, Director of Education & Leadership Programs, Director of Publications & Communications and the Director of Alumni Engagement and work closely with other areas within the Fraternity.
- Represent the Fraternity at industry events along with, or in place of, the Executive Director & CEO.
- Serve as a representative of Delta Chi at represented campuses, interfraternal meetings and conferences (i.e., UIFL, AFLV, AFA, FEA.)
- Lead staff through the minimum standards process, payment plan process and serve as the operations leader for budget planning and management.
- Manage the hiring and performance of Leadership Consultants. Train them on chapter development issues and prepare them to deal with chapter situations.

Other Responsibilities:

- Assist the Executive Director as necessary with issues related to public relations and external constituencies (i.e. communication with parents, university officials and staff of other organizations, manage crisis situations, etc.)
- It is expected that all professional staff members will visit chapters as necessary to assist with development, crisis management, recruitment, and other aspects of a chapter's operation as becomes necessary.
- Seek opportunities to be educated on the trends and policies facing the fraternal community.
- Enforce the provisions of [Delta Chi Law](#) outlining minimum standards and good standing.
- Frequently communicate with Board of Regents and Executive Committee and present on strategic progress and staff management.
- Other duties as assigned.

Who are we looking for?

- An established and accomplished professional with 5+ years of experience in business, sales, development, risk management and/or chapter operations on a college campus and/or fraternity/sorority headquarters and/or student advisement.
- A motivated, respected, energetic, and supportive professional with advanced knowledge of the fraternity/sorority industry and a desire to be a changemaker in a fast growing, values based organization.
- Someone with a sense of humor, ability to connect with different personalities, and a true collaborative spirit.
- As the operations arm of the organization, the following skills and background are preferred:
 - Financial planning and management
 - Logistics
 - Development
 - Public relations and/or community engagement
 - Experience in a membership based organization
- A member of the Delta Chi Fraternity is preferred but not required.

To Apply:

Please submit a resume, three references, and a cover letter articulating your interest. Include your salary expectations in your cover letter. Cover letters without salary expectations will not be considered. Applications will be accepted until the position is filled and can be submitted electronically. Anticipated start date: March 1, 2019. Please note that the position will be based in Indianapolis, Indiana following relocation and remote until such time as noted above.

All material must be sent to:

Jerod L. Breit
Executive Director & CEO
HR@deltachi.org
319-337-4811