



alpha Kappa Delta Phi International Sorority, Inc. & Lambda Phi Epsilon International Fraternity, Inc.

Position: Executive Director

Location: Remote

Travel Requirements: Up to 20% (Weekday & weekend travel)

Organization Description:

The alpha Kappa Delta Phi International Sorority, Inc. (aKDF), was founded in February 1990. The Lambda Phi Epsilon International Fraternity, Inc. (LFE), was founded in February 1981. Both organizations originated in California and are historically Asian-interest Greek organizations focused on cultural understanding and support. We believe in the ideals of opportunity and equality without regard to race, culture, sexual orientation, and ethnic background. Both organizations have expanded to over 50+ chapters respectively and have over 16,000 collective members.

Position Summary:

Reporting to the Chairman of the Board of Directors of aKDF and President of LFE, the Executive Director will be responsible for developing and implementing organizational strategies. The incumbent, in collaboration with the respective boards of each organization, will manage day-to-day operations of all facets of both organizations, which may include supervising staff members and volunteers to provide leadership, vision, guidance, and consultation regarding the direction of both organizations and representing both organizations in the fraternal community.

Job Description:

- Oversee the development, implementation, and post-implementation evaluation for various aKDF and LFE departments, including public relations, operations, and finances.
- Serve as **spokesperson and principal representative** to the public for aKDF and LFE, and to educate citizens and community leaders on aKDF and LFE's mission, core values and initiatives.
- Enhance the **development of new and existing programs** by leveraging the values and mission of both organizations, including but not limited to academic programming, annual International Convention, and other in person meetings for each organization.
- Recruit, train, manage, and evaluate volunteers and staff members along according to the needs, requirements, and goals reflective of the organizations.
- Oversee the development of a multi-year directed **expansion** effort pipeline by working with campus officials and alumni.

- In conjunction with the respective boards of each organization, **develop and oversee an annual budget**, and be responsible for dues collection process, vendor negotiations, contract development, procurement, and general decisions consistent with approved budget.
- Ensure that both organizations are in **compliance** with all local, state and federal legal requirements. Ensure all proper corporation, tax and legal paperwork is filed and kept in good standing. Serve as liaison with insurance providers and legal representation in the event any legal issues arise.
- Oversee investigations regarding notified **risk management incidents**, and develop recommendations for corrective actions to be decided upon by the Sorority and Fraternity Board officers.

Required Qualifications:

- Bachelor's Degree and five years of related professional experience
- Strong interpersonal, written, and verbal communication skills
- Excellent organizational skills, attention to detail, and ability to meet deadlines
- Proven leadership skills and people management/development experience of minimally 3-5 direct reports
- Experience in overseeing an annual budget, vendor negotiation, and procurement
- Ability to adapt to, immerse in, and quickly ramp up on new or unfamiliar topics or areas
- Strong ability to manage multiple projects in a fast-paced environment, prioritize, and manage resources
- Experience in identifying and implementing process improvements/needs

Preferred:

- Master's Degree in Higher Education, Student Affairs, Business Administration, Non-Profit Management, Public Policy or Leadership
- Certified Association Executive
- Membership in a social Greek-letter organization
- Previous experience in Asian-interest policies and programming

Application Process:

Interested candidates should send inquiries to Kathleen Lee at bodhr@akdphi.org. Please include a cover letter, including salary requirements, professional résumé, and three professional references.

Applications without the requested documents will not be considered.