

Triangle Executive Director

Job Tasks (include, but are not limited to the following)

Financial:

- Review accounts receivable with Director of Operations
- Lead collection of delinquent accounts from chapters
- Review accounts payable with Director of Operations and prioritize them if necessary
- Develop budget and budget forecasts for organization
- Review annual budget and cash flow on a quarterly basis
- Set staff salaries, bonuses and raises
- Work closely with Finance Committee of Council

Operations:

- Implement strategic plan
- Help oversee the generation of staff to-do lists/reminders and check on progress of activities
- Hold individual meetings with staff members as necessary
- Recruit and coordinate training of new staff
- Serve as point of contact for crisis management and emergency situations
- Provide incentives and benefits for staff, serve as coach and mentor
- Perform annual performance review for each senior staff member
- Oversee professional development opportunities for staff

Educational Foundation:

- Work with Foundation President on fundraising solicitations
- Coordinate yearly grant request to the Education Foundation
- Provide follow up documentation on all grant related programs
- Attend Foundation board meetings (2 per year)
- Assist the TEF staff and/or TEF Grant Committee with the selection of scholarships for various programming opportunities
- Monitor the Chapter Endowment Fund accounts and the correct use of the funds by the Active Organizations

Communications:

- Promote open communication with members, chapters, and alumni volunteer boards
- Respond to phone calls, written correspondence, and emails
- When desired or appropriate, write articles for publications
- Oversee electronic newsletters to chapters, alumni volunteers, and campus contacts
- Serve as main contact for all campus officials (Deans, Fraternity/Sorority Life Officials, etc.)
- Work with TEF communications staff on the monthly communications plans
- Oversee National Fraternity social media, including but not limited to Facebook, Instagram, and our YouTube Channel

Triangle REVIEW Business Manager:

- Serve as chief contact with contracted publishing company
- Work with Editor on layout and content
- Act as primary response for letters and comments resulting from articles
- Ensure timely publication of issues within budget constraints

Services and Resources:

- Oversee the professional staff who will deliver educational services and resources to members, chapters, and alumni volunteer boards
- Oversee the Director of Expansion on all new and legacy chapter expansion processes, the expansion budget, and any staff responsible for the on-site efforts
- Coordinate chapter installation efforts and events
- Serve as the primary point person for the Fraternity's data collection and assessment pieces working closely with the Director of Leadership Programs, National Council, and Triangle Education Foundation to collect, review, analyze, and report data.
- Lead the development of the Member Manual, reprinting every 2-3 years
- Represent Triangle at industry and interfraternal events
- Supervise periodic updates of manuals and educational materials
- Supervise online guides, resources, and materials for alumni and active members/leaders

Liaison to other Interfraternal organizations:

- Attend meetings of Indianapolis FEA Guild as often as possible (held most months)
- Attend industry professional development conferences, such as the Fraternity Executives Association, North American Interfraternity Conference, and Association of Fraternity/ Sorority Advisors annual meetings
- Subscribe to appropriate listservs, forums and applicable online leadership and education

Liaison to Vendors:

- Meet with sponsors at FEA and NIC meetings
- Serve as chief contact with Affinity Marketing Consultants to build our licensing program
- Identify products and services which can help Triangle (affinity- and royalty-based programs)
- Promote affinity programs and Triangle merchandising

Discipline:

- Serve as the Director of Risk Management for the Fraternity overseeing all policy allegations, investigations, and monitoring of sanctions
- Maintain 24 hour on-call status with the undergraduate and alumni leaders
- Receive reports of policy violations from staff and volunteers
- Lead any investigations of policy violations
- Refer incident to National Standards Committee if necessary, otherwise resolve internally with HQ staff and volunteers
- Must follow constitution and bylaws, regulations, and Code of Ethics
- Facilitate all communication so that everyone is in the loop

Coordinate Convention and Activities:

- Serve as the primary event planner for the Fraternity's national events, including but not limited to the bi-annual national convention, bi-annual leadership school, and face-to-face meetings of the National Council
- Supervise planning and implementation of activities related to Convention
- Select host property and lead hotel contract negotiations
- Develop Convention budget and costs to attend
- Oversee online marketing, promotion and registration
- Develop Convention agenda and curriculum
- Recruit facilitators, keynote speakers, etc.

Work with Board of Directors (National Council):

- Serve as an executive secretary for the National President, National Councilmen, and various committees when appropriate or requested
- Communicate regularly with National President
- Provide monthly updates to National Council including membership, finance, expansion, and ongoing chapter conditions
- Coordinate Board meetings and annual Cabinet meetings (with TEF/TBHC)
- Assist in the identification of potential board members
- Provide necessary meeting reports/materials for meetings (2 per year normally)
- Prepare agenda and meeting packets for National Council's bi-monthly teleconference.
- Work with Growth Committee on strategic and opportunistic growth prospects
- Serve on or chair board committees as requested

Insurance Program:

- Serve as main contact with our insurance broker James R Favor and Company
- Determine premium allocation for chapter billing
- Provide online and print materials to educate members and alumni volunteers on the National Insurance Program
- Oversee the Fraternity's partnership with the Fraternal Health & Safety Initiative (FHSI)
- Facilitate communication about program and provider to members and chapters
- Provide training and information to staff and members about program
- Manage the insurance reserve to maintain required minimum deductible reserves