



**POSITION:** EXECUTIVE DIRECTOR

**EXECUTIVE ROLE:** The Executive Director is ultimately responsible for ensuring that the strategic outcomes, established in partnership with the Board of Directors, are achieved, while managing the day-to-day operations of the Fraternity and its headquarters.

**REPORTS TO:** FarmHouse International Executive Board (IEB)

**LEADERSHIP:** Strategic Excellence in Partnership with the 8 Member Board of Directors  
Operational Excellence in Partnership with 5 Staff; 7 by the end of 2017

**RELATIONSHIPS:** Board, Staff, Chapters, Alumni (including Alumni Associations), Foundation, Interfraternity Organizations & Alliances

**STYLE:** Collaborative, Transparent, Energetic, Entrepreneurial, Visionary, Coach

**VALUES:** Ethical, Honest, Person of Character

**SKILL SET:** Board Governance Dynamics, Strategic Implementation, Innovation; Marketing & Communications; Operations, Technology, Financial Oversight; Meeting Planning; Education Development; Membership; Public Speaking; Coaching

**EDUCATION:** BA required; CAE and/or CMP Preferred, not Required

**TRACK RECORD:** 5+ Years in Management & Leadership  
Non-profit/Association Management Experience Preferred; not Required

**LOCATION:** Kansas City, Missouri (Residence in metro-Kansas City is expected)

**TRAVEL:** 25%++

**WEEKENDS:** At least 15 weekends per year

**PHYSICAL ABILITY:** Standard office environment with prolonged periods of sitting and computer work + physical capacity to travel regularly



## **EXECUTIVE LEADERSHIP DIMENSIONS:**

### **VISION:**

The Executive Director ensures that a strategic planning process is conducted annually by the Board of Directors and creates strategic agendas, budgets and action plans that translate the vision into ongoing action. While the Board is responsible for setting the course for the Fraternity, the Executive Director is expected to partner with them, bringing knowledge, experience and insights into the strategic dialogue and execution.

### **GOVERNANCE:**

The Executive Director's counsel, regarding best fraternal and association management practices, is valued. As part of an annual orientation, the Board seeks continuous improvement as a high performance Board and expects the Executive Director, in partnership with the President, to manage board dynamics effectively and facilitate their sustained and strategic engagement.

The Executive Director also functions as the corporate secretary, serves as the liaison to the Foundation's Board of Directors, and represents FarmHouse at interfraternity meetings.

### **ENGAGEMENT:**

**Staff:** In a collaborative environment with a coaching style, FarmHouse seeks to create an office environment comfortable with diversity and conducive to performance and leadership development. To ensure that the team achieves strategic results, the Executive Director hires, supervises, trains, develops and terminates all employees. There is also opportunity to continue growing staff size, based on achieving organizational goals.

**Volunteers/Alumni:** The Executive Director supports international committees, assigns appropriate staff liaisons, assists in volunteer identification, coordinates training and development, and manages support networks and recognition programs.

### **ORGANIZATIONAL EXCELLENCE:**

The Executive Director is responsible for establishing the operational processes, procedures, and policies that result in sound management practices, while following the bylaws and approved policies of the Board of Directors. This includes financial management (budgets, audits, monthly financial statements, payroll and asset administration), human resources, headquarters operations, risk management, technology infrastructure and legal counsel.



## PROGRAMS AND SERVICES:

**Collegiate Development & Operations:** The Executive Director is responsible for the chapter assessment process, annual visitations and maintenance of official records. The goal is to ensure the health of each colony and chapter, oversee continuous growth and expansion of colonies and chapters, and provide training programs to develop and refine recruitment skills and strategies. In addition, continuously monitoring trends in higher education and fraternity management; promoting and educating how advancements in student housing/facilities management can impact member experience and academics; and maintaining strong working relationships with administrations and student affairs on host campuses is expected.

**Educational Curricula & Programs:** Education is a significant aspect of the International Fraternity's services, with more than 40% of undergraduate members participating in an in-person educational program during the last biennium. The Executive Director maintains, develops, sources, and assesses educational programs to grow the competency and capacity of each colony, chapter, and the International Fraternity. Key programs include Conclave, FarmHouse Leadership Institute, Regional Leadership Conferences, FarmHouse GROWS, To Be and Become, Volunteer Leadership Summit, The Journey, STAR Member Experience and philanthropic initiatives. Programs incorporate the prescribed ritual, the Builder of Men Affirmation, when appropriate. Training, education and support materials are designed and delivered for each stage of the individual membership experience (new member, chapter member, alumni member), including one-on-one consulting, meetings, conferences and online platforms.

**Brand:** The Executive Director is responsible for a cohesive and strategic marketing and communications strategy that shares the FarmHouse story to internal and external audiences in a compelling fashion. As the official spokesperson for the Fraternity, the Executive Director responds to all media inquiries, ensuring consistency of message, and manages the brand reputation through care of the official marks for the Fraternity. The Executive Director is responsible for the quality, style adherence, and management of all official publications, including Pearls & Rubies.

**Meetings and Events:** The Executive Director is the official meeting planner for all major events and meetings of the Fraternity, including negotiations, contracts, marketing, event logistics, Foundation grant reimbursements and evaluation instruments.

*"FarmHouse International Fraternity provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information or any other status protected by applicable law. In addition to federal law requirements, FarmHouse International Fraternity complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training."*