

# *Delta Sigma Theta Sorority, Incorporated*

*A Service Sorority Founded in 1913*

## **VACANCY ANNOUNCEMENT**

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<b>TITLE:</b>	Executive Director	<b>OPENING DATE:</b>	May 15, 2017
<b>DEPARTMENT:</b>	Executive Office	<b>CLOSING DATE:</b>	June 2, 2017
<b>WORKSITE:</b>	1707 New Hampshire Av., N.W. Washington, DC 20009	<b>NO. OF VACANCIES:</b>	One (1)
<b>SCHEDULED HOURS:</b>	Full-time, 40 hrs/wk	<b>FLSA CLASSIFICATION:</b>	Exempt
<b>SALARY:</b>	Commensurate with experience, plus benefits	<b>REPORTS TO:</b>	National President/CEO

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### **POSITION PURPOSE AND SUMMARY:**

The Executive Director is responsible for the daily management and operation of the National Headquarters of Delta Sigma Theta Sorority, Inc. The Executive Director has three direct reports; DED, HR Manager, Executive Assistant. Additionally, she provides supportive leadership to the National President/CEO Executive Committee and Executive Board. The position incumbent is accorded wide latitude in the operation of the National Headquarters office and areas of responsibility, with full authority to determine directions of approach to problems, methods to use and the advisability of individual management projects. The incumbent is responsible for keeping the National President/CEO informed on a current basis of such actions.

The principal position duties are outlined below. As it is a senior management position, the incumbent is also responsible for other duties as required or assigned by the National President/CEO, the Executive Committee and/or the Executive Board.

**Please note:** *This is a contract position that is renewable based on the achievement of goals set by the National President/CEO, the Executive Committee and the Executive Board.*

- Implement the programs and policies of the Organization
- Develop opportunities for fundraising.
- Oversee the documentation of the current and historical administrative practices and procedures of the sorority and ensure the written account and records of these policies, procedures and practices are catalogued and sent to the Archivist for storage and preservation.
- Participate in an ex-officio, non-voting capacity of the National Executive Committee and National Executive Board at the discretion of the National President.
- Attend meetings of the National Executive Board and the National Executive Committee at the discretion of the National President, unless either is in closed session.
- Report quarterly to the National Executive Committee and semi-annually to the National Executive Board on staff, programs, managerial initiatives, fiscal matters, properties and other belongings and operations of the National Headquarters.
- Represent the Sorority at functions of Delta Sigma Theta Sorority, Inc., and address external activities as approved by the National President.
- In collaboration with the Board, is responsible for the planning, promotion, and administration of all official meetings of the Organization. Manages the implementation of convention/conference budgets and all arrangements to meet financial objectives and related duties as necessary.
- Ensure that a written monthly report is provided to the National President/CEO and National Human Resource Committee Chair, regarding the appointment of all employees, as well as all other personnel activities and changes.

- Provide written quarterly report to the National President/CEO and the National Executive Board on the general operations of Headquarters; on the condition of buildings, grounds, and all other properties belonging to and/or under control of the Sorority.
- Provide a comprehensive written report, at the close of the Sorority fiscal year, (June 30) to the National Executive Board covering all important phases, including but not limited to programs, fiscal accountability, personnel and management, of the Sorority and headquarters operations and make recommendations relating thereto as she may deem appropriate.
- Assist the National President/CEO in the preparation and presentation of reports and/or testimony to members of the Sorority, the National Executive Board, various committees, members of Congress, governmental and private agencies, and business organizations, etc.

#### **REQUIREMENTS:**

- Membership in Delta Sigma Theta Sorority, Incorporated is required for this position.
- Bachelor's degree in Public Administration or Business Administration or another field directly related to the duties of this position is required. An advanced degree is *preferred* but not required.
- A minimum of 10 years senior management experience with increasing levels of responsibility and management of staff, preferably within a nonprofit or government agency.
- Demonstrated knowledge of Delta Sigma Theta Sorority's policies, program management and Sorority's history.
- Verifiable experience in developing, implementing and managing programs and projects "on time and within budget".
- Extensive travel including but not limited to out-of-town meetings, regional conferences, national conventions and other organization events.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of private voluntary organizations in general and Delta Sigma Theta Sorority, in particular.
- Knowledge of the substantive programs and services of Delta Sigma Theta Sorority, Inc.
- Knowledge of the role of the board, the executive committee, the general membership and staff in policy development.
- Demonstrated understanding of the role and capability of Technology in fulfilling the Organization's mission.
- Ability to provide leadership to staff and administrative support to changing groups of volunteers
- Ability to create and maintain interpersonal and group relationships
- Ability to create and deliver of oral and written presentations
- Knowledge and understanding of employment best practices
- Knowledge of fiscal management
- Knowledge of project management

#### **WORK CONDITIONS:**

- Work is performed in an office environment or remotely when on travel.
- Employee is frequently required to travel to site locations of the National Executive Board and/or committee meetings, regional conferences and national conventions.

*Interviews will be conducted during the last two weeks in June with a potential appointment in mid-July.*

To apply for this position, indicate the title of the position and submit a current resume that reflects that you possess the required qualifications as described in this vacancy announcement. Please also attached a cover letter that states specifically your salary requirements and your salary history for the immediate past three years to:

**Delta Sigma Theta Sorority, Inc.**  
**1707 New Hampshire Avenue, N.W.**  
**Washington, DC 20009**  
**Attn: HR Manager**  
**Or email: [hrmanager@deltasigmatheta.org](mailto:hrmanager@deltasigmatheta.org)**