



The purpose of the Phi Kappa Tau Foundation is to ensure the philanthropic support necessary to sustain high levels of educational programming by fostering lifelong relationships and commitment to the Fraternity’s ideals.

The key functions of the Phi Kappa Tau Foundation are rooted in the idea that the Foundation must provide vehicles for alumni to fulfill their lifelong commitment to Phi Kappa Tau. To ensure the philanthropic support needed to sustain Phi Kappa Tau, the Foundation focuses on five key functions:

- ❖ Encourage brothers, parents, and friends to engage or re-engage in the life of Phi Kappa Tau.
- ❖ Solicit philanthropic support from stakeholders through cash, stock, endowment, and estate gifts to sustain Phi Kappa Tau at a high level.
- ❖ Steward donors and supporters by providing gratitude and demonstrating donors’ impact on the lives of young brothers.
- ❖ Grant funds to support the Fraternity’s Men of Character Programs, academic scholarships, SeriousFun Children’s Network, Chapter Educational Grants and other resources.
- ❖ Manage investment portfolios, capital, and annual campaigns, policies, volunteers and staff to ensure good governance.

The Phi Kappa Tau Foundation is exempt from federal income tax under section 501(c)3 of the Internal Revenue Code. Contributions to the Foundation are deductible under section 170 of the code, and all contributions are tax-deductible to the extent provided by law.

Executive Director

Position Description

The Executive Director (ED) of the Phi Kappa Tau Foundation is responsible for leading a comprehensive fundraising program with brothers, parents, and friends in support of the Foundation's mission and goals. This is done by establishing and growing relationships with donors and potential donors to advance the mission of the Phi Kappa Tau Foundation.

The ED reports to the Executive Committee of the Phi Kappa Tau Foundation Board of Trustees (composed of the Chairman, Vice Chairman, Treasurer, and Secretary).

Duties and Responsibilities:

- ❖ Proactively cultivate and pursue a portfolio of 75-100 key Foundation prospects toward significant philanthropic investments in/contributions to the Foundation through cultivation, solicitation, gift closure, and stewardship;
- ❖ Work in partnership with the Foundation Advancement Committee and Board of Trustees to establish annual and long-term fundraising goals for both the Foundation and Executive Director's personal annual fundraising goals, metrics, and programs, and report periodically on achievement thereof;
- ❖ Through a strategic planning process, lead formulation of the Foundation's mission, goals, objectives, and policies;
- ❖ Work in partnership with the Foundation Advancement Committee and Board of Trustees to establish annual and long-term fundraising goals, metrics, and programs, and report periodically on achievement thereof;
- ❖ Lead Foundation advancement activities – annual fund, major gift, planned giving, and all campaign efforts;
- ❖ When necessary, involve the Fraternity CEO in cultivating and soliciting major gift asks with leadership prospects;
- ❖ Plan, organize, coordinate, and oversee staff and volunteer participation in the programs and activities of the Foundation;
- ❖ Make recommendations to the Foundation Board regarding the staffing necessary to achieve short-and long-term goals;
- ❖ Recruit, manage, motivate, train, and evaluate Foundation staff;
- ❖ Identify, cultivate, and oversee relationships with key Foundation donors;

- ❖ Work in collaboration with the CEO of the Phi Kappa Tau Fraternity to determine the most important funding needs in the Fraternity's strategic plan;
- ❖ Facilitate interaction of Fraternity and Foundation leadership and volunteers with major gift prospects and donors;
- ❖ Develop and oversee an effective and meaningful stewardship program;
- ❖ Develop and implement an ongoing communication program with internal and external constituencies to ensure awareness and understanding of fundraising goals, program services, and related policies and procedures;
- ❖ Manage and enhance the Foundation's image by being active and visible in the community by working collaboratively with other Phi Kappa Tau entities;
- ❖ Provide fundraising training and coaching to Foundation Board, staff, and volunteers;
- ❖ Manage staff and any third parties to ensure that functions such as donor research, information systems, donor records, and related services are current, accurate, and supportive of advancement activities and programs;
- ❖ Secure, protect, and report the fiscal integrity and operation of the Foundation according to all IRS and state guidelines and regulations;
- ❖ Develop Foundation budget and work with an external audit firm to develop and review annual financial statements, and complete the IRS 990 annually;
- ❖ Plan Board of Trustees meetings with the Chair; prepare and distribute necessary support materials; and
- ❖ Maintain compliance with applicable laws governing a 501(c)3.

Knowledge, Skills, and Abilities:

The successful candidate will have a record of leadership and accomplishment in advancement with a proven record of fundraising success. Strong organizational, supervisory, leadership, and interpersonal skills are essential, as are outstanding written and verbal communication skills. Must have a demonstrated ability to build relationships with high-net-worth individuals and senior leaders of major corporations, and be a self-starter with the ability to work independently without day-to-day supervision.

Education and Experience:

We expect that the most qualified candidates will have completed a Bachelor's degree, and perhaps a Master's degree. Designation as a Certified Fundraising Executive (CFRE) is desired but not required. A minimum of five years experience as a senior-level advancement professional in a fraternal association, educational institution, or other development setting is also important.

Compensation, Benefits, and Work Environment:

Commensurate with experience and ability; the salary range is \$150,000 to \$175,000 and will include an annual incentive compensation plan. The selected candidate will be eligible for benefits; current benefits include paid time off, medical health insurance, dental insurance, 401(k) plan, insurance, and disability insurance. The position is based at Phi Kappa Tau Executive Offices in Oxford, OH; the opportunity for remote work will be considered. Must be willing to travel extensively to meet with potential donors and complete other aspects of the role.

To Apply:

Confidential inquiries, nominations, and applications are invited. Inquiries may be sent to the Foundation's partner in this search, Columns Fundraising at: PhiKappaTau@columnsfundraising.com.

Nominations or applications may be submitted through the links found at www.columnsfundraising.com/search.