

Job Title: Eminent Supreme Recorder / Chief Executive Officer

Job Type: Exempt

Approved by: Supreme Council on January 17, 2017

As the CEO of the Sigma Alpha Epsilon Fraternity, the Eminent Supreme Recorder strategically drives the operation of the Fraternity in accordance with its Mission, and he manages and cultivates the resources needed to successfully grow and maintain the Fraternity's good health.

Primary Responsibilities:

- Serves as the Chief Executive Officer (CEO) of the Sigma Alpha Epsilon Fraternity
- Establishes the Fraternity's strategic direction; works with the Supreme Council to develop a strategic plan
- Recruits, develops, motivates and leads staff to advance the Fraternity's Mission and strategic plan
- Fosters a high-performing, goal-oriented managerial team and engrains a customer-service culture
- Builds trust relations with key partners, stakeholders and donors, and supports the mission of the SAE Foundation and SAE Financial and Housing Corporation
- Serves as the primary spokesman for the Fraternity in all mediums
- Maintains keen awareness of the Fraternity's industry and markets
- Consistently strives to enhance organizational value for our members, including program evaluation and elevation
- Promotes a success-oriented, accountable and ethical culture among employees and volunteers
- Manages the Fraternity's insurance program and promotes health & safety policies with the General Counsel
- Works closely with the CFO to prepare and present annual budgets to the Supreme Council to enhance the overall financial health of the organization
- Facilitates the duties of the Supreme Council and regularly seeks its advice and counsel
- Performs the tasks as further assigned by the Supreme Council and prescribed by Fraternity Laws

Qualifications:

- Member in good standing of the Sigma Alpha Epsilon Fraternity
- Undergraduate degree; graduate-level degree in related field preferred
- Significant executive-level management and leadership experience
- Excels in recruiting and retaining talent and managing a team to perform at peak level
- Experience working with a board of directors and facilitating their corporate duties
- Demonstrates the ability to successfully develop, plan and implement short and long-term goals consistent with an organization's mission and strategic vision
- Self-motivated, results-oriented and well-organized; excels in delegating tasks and meeting deadlines
- Experience with managing and successfully meeting corporate budgets
- Strong interpersonal skills and the ability to work effectively with a wide range of constituents
- Excels at public speaking and writing for different audiences
- Proficient in marketing an organization and its services to others; fundraising experience preferred
- Experience as a professional or volunteer in Greek-letter life a plus
- A person of strong ethical character, respectful of persons of diverse backgrounds and beliefs
- Willingness to travel frequently and on overnight trips, including by airline and automobile

Direct Reports: Chief Financial Officer (CFO); General Counsel (GC); Associate Executive Director of Chapter Operations; Associate Executive Director of Communications; and Chief Information Officer

Reports to: Supreme Council