

Pi Beta Phi

EXECUTIVE FELLOW, LIFELONG MEMBERSHIP

JOB TITLE: Executive Fellow, Lifelong Membership

SALARY TYPE: Exempt

REPORTS TO: Chief Executive Officer

EFFECTIVE: Immediate

TERM: 24 months, not renewable

SUPERVISES: None

PRINCIPAL OBJECTIVE

This full-time, term-limited position serves as a strategic partner to the Chief Executive Officer in advancing Pi Beta Phi's vision for lifelong membership. The position facilitates and shepherds work that strengthens the member journey, specifically focusing on driving engagement of alumnae. The Fellow serves as a catalyst, facilitator and thought leader, working across functional areas and entities to inspire innovation, accelerate results and drive organizational and cultural transformation, while clear ownership and accountability is preserved within Headquarters departments.

CORE RESPONSIBILITIES

- Guides enterprise-wide efforts to accelerate meaningful organizational transformation by aligning people, strategies, organizational programs and resources around one aspiration: to reimagine what it means to be a Pi Phi for life and become the premier lifelong membership organization in the National Panhellenic Conference.
- Facilitates development of Pi Beta Phi's long-term lifelong membership strategy in partnership with the Chief Executive Officer, the Chief Operating Officer and the Grand Council sponsor. Provides candid counsel, challenges assumptions constructively and offers an external perspective on significant organizational decisions.
- Partners with the Chief Operating Officer to integrate initiative work into Headquarters operations and sequence it against existing commitments and capacity.
- Aligns current and new projects which have potential to impact alumnae engagement to be in service of Pi Beta Phi's vision for lifelong membership. Convenes and facilitates cross-functional, cross-enterprise working groups influencing outcomes through collaboration rather than supervisory authority.
- Navigates competing priorities to drive solutions in the best interest of Pi Beta Phi. Is broadly viewed as a trusted advocate and capable partner.
- Administratively supports Guiding Coalition and Results Accelerator teams, leveraging Pi Beta Phi's commitment to the Kotter change methodology and alongside Kotter practitioners.
- Translates existing membership and engagement data into actionable insights that inform decisions and accelerate progress toward the organization's lifelong membership vision. Researches and applies emerging trends and benchmarks innovative practices from higher education, nonprofits, associations, National Panhellenic Conference peers and organizations outside the fraternal sector.
- Identifies organizational barriers and opportunities and brings forward recommendations to the Chief Executive Officer.
- As related to Pi Beta Phi's vision for lifelong membership, recommends measures of success and supports consistent milestone reporting to the Chief Executive Officer, Chief Operating Officer, Grand Council, Fraternity Housing Corporation Board and Pi Beta Phi Foundation Board of Trustees.
- Other duties as assigned.

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SCOPE AND AUTHORITY

This position advances enterprise initiatives through influence and facilitation and rather than supervisory authority. To ensure organizational clarity, this position does not:

- Own, lead or direct the Lifelong Membership initiative, which belongs to the organization.
- Supervise operational departments or establish departmental priorities.
- Direct the work of staff or circumvent reporting relationships.
- Replace departmental ownership of programs, services or budgets.
- Serve as an additional layer of management.

Leaders retain full ownership and accountability for the strategy, operations, staff management, implementation and results within their respective areas. Recommendations developed through this position are implemented by the accountable functional leader following approval by the Chief Executive Officer.

MEASURES OF SUCCESS

Success will be evaluated by the Fellow's ability to:

- Advance Pi Beta Phi's Lifelong Membership strategy.
- Strengthen collaboration across Headquarters.
- Accelerate implementation of initiatives.
- Produce measurable progress toward enterprise strategic goals.
- Increase organizational alignment around the vision of lifelong membership.

HEADQUARTERS STAFF COMMITMENTS

All members of the Headquarters staff are expected to:

- Offer premier customer service.
- Commit to a positive volunteer experience and serving the volunteer.
- Care for each other.
- Build affinity and Pi Phi Pride with every action and interaction.

QUALIFICATIONS OF A SUCCESSFUL CANDIDATE

- Distinguished record of executive leadership within membership-based organizations, higher education or nonprofit organizations.
- Minimum of fifteen years of progressive leadership experience, including service as a senior leadership executive or lead volunteer for a broad led organization.
- Demonstrated experience leading organizational transformation and culture change at enterprise scale.
- Exceptional facilitation, convening and strategic planning skills, with demonstrated ability to influence without positional authority.
- Outstanding written and verbal communication skills, with executive presence in board and senior leadership settings.
- Proven ability to build trust across staff, volunteer and governance audiences simultaneously.
- Willingness to complete Kotter change methodology certification within the first 90 days.
- Advanced degree preferred.
- Broad fraternity and sorority knowledge required; experience within the National Panhellenic Conference community preferred.

ADDITIONAL INFORMATION

- This is a term appointment of 24 months and is not renewable. Success includes building organizational capability that is sustained beyond the term.
- Travel is expected to be moderate.
- Hybrid or remote working opportunities available.

Pi Beta Phi's Mission, Vision, Core Values and statements of philanthropic service and Commitment to Diversity, Equity and Inclusion can be found at pibetaphi.org/about.

At Pi Beta Phi Headquarters, we value and respect our employees and their contributions. Our total compensation approach includes base salary, benefits and a 401(k)-matching program. Each position is externally benchmarked, and the salary ranges are evaluated annually. The salary range for positions is based on local and fraternal market data and allows for various experience levels. The actual pay is based on skills, experience, education and other relevant factors.