

# Chief Executive Officer Tau Kappa Epsilon Fraternity

*Indianapolis, IN*

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Tau Kappa Epsilon International Fraternity (TKE) is seeking an inspiring and innovative Frater to become its next Chief Executive Officer (CEO). The CEO will report to the Grand Council, which serves as the Board of Directors for the Fraternity. Working under a policy governance model, the CEO leads TKE with the responsibility to achieve the objectives established annually by the Grand Council. The Offices of the Grand Chapter are located in Indianapolis, IN.

With an overall annual budget above \$6 million, approximately 30 professional employees provide services including educational programming, membership recruitment and retention, regional and international conferences, risk management, chapter and alumni communications, and publications to the collegiate and alumni members of Tau Kappa Epsilon. In addition, chapter and member services personnel are responsible for chapter visitation, leadership education, and management assistance for TKE chapters and colonies across the United States and Canada. Conclave is held every two years, five regional leadership conferences are held each winter, and a TKE Leadership Academy is held each summer.

With more than 280 groups across North America, 11,000 collegiate members, and 266,000 total initiates since our founding in 1899, TKE is proud of its long history and recent accomplishments. Most notably, TKE has seen growth in recruitment and retention for five consecutive years as well as dramatic increases in leadership conference attendance.

A 501(c)7, TKE's staff maintains the day-to-day operations of the TKE enterprise, including the TKE Educational Foundation, a 501(c)3, which is a separate organization with its own President and Board of Directors.

TKE continues its mission of aiding men in their educational, mental, moral and social development for life with the stated organizational purpose of contributing to the advancement of society through the personal growth of our members and service to others.

TKE has never had a membership exclusionary policy and is committed to building *Better Men for a Better World*.

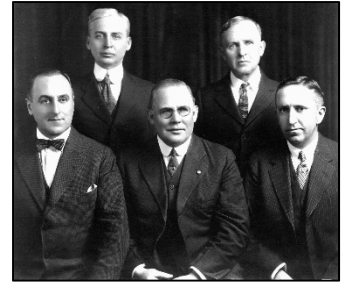


***Application Deadline: February 6, 2014***

## DESIRED QUALITIES AND QUALIFICATIONS

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The CEO will work closely with the Grand Council and staff who are committed to building *Better Men for a Better World*. The emphasis is on finding ways to serve members and make a positive impact on the world. TKE is a vibrant organization whose Grand Council is committed to fortifying a strong, forward-looking Fraternity. Ideally, the successful candidate will:



1. Deliver high quality, well attended networking and learning opportunities that reinforce TKE's core beliefs and mission.
2. Operate TKE within established budgets while achieving agreed upon metrics.
3. Demonstrate strong fiscal management skills, including the elimination of accounts receivable.
4. Fortify TKE's financial sustainability by developing educational programs and implementing accountability procedures to reduce risk.
5. Strengthen the Grand Chapter by increasing the number of chapters, average chapter size, retention rates, and scholastic achievement.
6. Work cooperatively with the TKE Educational Foundation, an independent 501(c)3 organization, to advance the mission of TKE.
7. Possess the skills to interact effectively with sophisticated donors, parents, alumni, and university administrators.
8. Encourage collegiate members to engage with service and philanthropic partners, including St. Jude Children's Research Hospital.
9. Demonstrate superior leadership skills, including the ability to hire well, delegate effectively, and make sound decisions.
10. Develop strong rapport with the Grand Council to sustain a healthy policy governance model within the culture of TKE.
11. Appreciate and respect TKE's heritage, traditions, and customs and be eager to embrace the Fraternity for Life.

12. Be conversant with current trends in higher education to meet the unanticipated needs of TKE in the changing landscape of colleges and universities.
13. Possess exceptional listening, written, and verbal communication skills.
14. Increase the number of alumni volunteers to support chapters, form alumni groups, support the TKE Educational Foundation, and the Offices of the Grand Chapter.
15. Balance and support both the business and fraternal sides of TKE without micromanaging either and direct both in accordance with TKE's mission.
16. Be an inspiring, ethical, and visible role model to all Fraters while serving as an ambassador and official spokesman for the Fraternity.

## REQUIREMENTS

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To be a candidate for Chief Executive Officer, applicants must have management experience in a multi-level organization that includes responsibility for management of budget and financial matters. The successful candidate will have millennial generation exposure, mentoring experience, strong written and verbal communication skills, as well as conflict resolution and negotiation experience. The ideal candidate will have familiarity with the Carver Policy Governance Model.



Further, the successful candidate must be able to relate well to multiple generations and have a commanding presence. Because of work with volunteers, the CEO must be able to earn respect and use a situational leadership style. The CEO must possess strong diplomatic skills. Candidates with a graduate degree are preferred.

Candidates for the position must be a member of Tau Kappa Epsilon in good standing. Although the position is based in Indianapolis, it will require approximately 40% travel and attendance at evening and weekend events.

## **THE SEARCH PROCESS**

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The Grand Council of Tau Kappa Epsilon International Fraternity is actively recruiting well qualified TKE leaders for this exceptional career opportunity.

No later than **5:00 p.m. EST on Thursday, February 6, 2014** applicants should submit the following:

- A cover letter indicating why they are particularly interested in and qualified for the position.
- A current résumé clearly indicating dates of employment and education.
- A separate document outlining TKE experience, activities, and service.
- A statement of educational or leadership philosophy that does not exceed one page.
- The names, addresses, and telephone numbers of five references (which will not be contacted without prior approval of the applicant). Applicants should indicate the length and nature of the relationship they have with each reference.
- These materials should be transmitted via email attachment to [ceosearch@tke.org](mailto:ceosearch@tke.org).

