



POSITION DESCRIPTION

TITLE: Executive Director

WORKSITE: 1703 New Hampshire Ave. NW
Washington, DC 20009

OPENING DATE: July 22, 2021

**Applications must be received by COB
January 31, 2022**

REPORTS TO: Board of Directors with day-to-day management by Board President

EMPLOYMENT CLASSIFICATION: Exempt, Full-Time, 40-Hour Week

- ***Please note:*** This is a contract position that is renewable based on the achievement of goals set by the Board President and the Board of Directors. Relocation assistance is provided. Financial Membership in Delta Sigma Theta Sorority, Incorporated is required.

POSITION PURPOSE AND SUMMARY

The Executive Director is responsible for leading and managing strategy execution, administration, operations and programs of the Delta Research and Educational Foundation (DREF). The Executive Director works with the Board of Directors to fulfill DREF's mission and manages the daily operations of business and administrative functions which includes program development and execution, financial performance management, customer and partner relationships, technology and legal affairs. Additionally, the Executive Director provides supportive leadership to the Board President, Executive Committee and Board of Directors.

SPECIFIC DUTIES AND RESPONSIBILITIES

The principal position duties are outlined below. As it is an executive position, the incumbent is also responsible for other duties as required or assigned by the Board President, the Executive Committee and/or the Board of Directors.

These include, but are not limited to:

- Directing and overseeing the hiring, supervision, and development of all Foundation employees;

- Establishing and managing operating policies and procedures, including implementation of the strategic plan, to provide effective and efficient operations;
- Overseeing the implementation of the programs and the cultivation and leverage of collaborative partnerships with other grant funded organizations;
- Raising unrestricted funds determined on an annual basis for Foundation operating expenses;
- Leading financial planning and performance management, including required financial reporting, while monitoring financial viability and sustainability;
- Developing and maintaining a resource development strategy in collaboration with the Board of Directors;
- Executing fundraising initiatives in support of DREF's financial plans and budgets;
- Demonstrating a successful track record in writing, securing, and managing grants;
- Monitoring and ensuring that the organization provides high levels of customer service and satisfaction.
- Ensuring documentation of the current and historical administrative practices and procedures of the Foundation;
- Participating in and attending all meetings of the Board of Directors in ex-officio, non-voting capacity on the Board of Directors at the direction of the Board President;
- Participating in Foundation Executive Committee meetings, as requested;
- Providing a verbal and written report at each meeting of the Board of Directors on staff, programs, managerial initiatives, fiscal matters, properties and other belongings and operations of the Foundation;
- Providing a comprehensive written report, at the close of the Foundation fiscal year, (June 30) to the Board of Directors covering all important phases, including but not limited to programs, fiscal accountability, personnel, and management, of the Foundation and office operations and making recommendations relating thereto as she may deem appropriate;
- Representing the Foundation at functions of the Delta Research and Educational Foundation, and addressing external activities and organizations as approved by the Board President;
- Directing the documentation of a written account of the Foundation's history during her tenure to ensure the legacy of the Foundation is catalogued, stored, and preserved for future generations;
- Collaborating with the Board of Directors for the overall implementation of all official decisions and directives of the Foundation.
- Meeting with the Board President on an on-going basis to review programs and operational issues.

MINIMUM QUALIFICATIONS, KNOWLEDGE, ABILITIES, AND SKILLS

- Bachelor's degree in Public Administration, Business Administration, Law or another field directly related to the duties of this position;
- A minimum of ten (10) years senior management experience with increasing levels of responsibility and management of staff within a nonprofit, government, or membership organization;

- Demonstrated knowledge of the Delta Research and Educational Foundation's policies, program management and Foundation's history;
- Verifiable experience in developing, implementing and managing programs and projects on time and within budget;
- Ability to travel extensively including, but not limited to, out-of-town meetings, Delta regional conferences, Delta national conventions and other Foundation events;
- Knowledge of the substantive programs and services of the Delta Research and Educational Foundation.
- Knowledge of the role of the Board, the executive committee, the staff and Delta Sigma Theta Sorority, Inc, in policy development;
- Demonstrated understanding of the role and capability of Technology in fulfilling the Foundation'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 oral and written presentations;
- Knowledge and understanding of employment best practices;
- Knowledge of fiscal management;
- Knowledge of project management

To apply for this position, submit a cover letter and resume via email to:
EDsearch@deltafoundation.net