

Executive Director of Sigma Tau Delta - Department of  
English - College of Liberal Arts and Sciences (3594)  
Northern Illinois University

Direct Link: <https://www.AcademicKeys.com/r?job=186718>

Downloaded On: Aug. 14, 2022 4:44pm

Posted Jun. 3, 2022, set to expire Oct. 3, 2022

<b>Job Title</b>	Executive Director of Sigma Tau Delta - Department of English - College of Liberal Arts and Sciences (3594)
<b>Department</b>	English
<b>Institution</b>	Northern Illinois University DeKalb, Illinois
<b>Date Posted</b>	Jun. 3, 2022
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Senior Executive Officer
<b>Academic Field(s)</b>	English
<b>Job Website</b>	<a href="https://employment.niu.edu/postings/63887">https://employment.niu.edu/postings/63887</a>

**Apply By Email**

**Job Description**

**Primary Function**

Sigma Tau Delta, International English Honor Society, with its Central Offices associated since 1968 with Northern Illinois University's (NIU) English Department (DeKalb, IL), is a not-for-profit 501©3 organization with 900+ ??? chapters in the U.S. and abroad. It is one of the largest collegiate honor societies in the country. Its outreach program for secondary schools, the National English Honor Society (NEHS) has an additional 1,000 chapters, and is the only national English honor society exclusively for high school students and teachers.

The Executive Director (ED) provides visionary leadership for, and oversight of, the Society's extensive operations in the areas of internal and external communications, public relations, long range strategic planning, alumni relations, chapter development, and marketing. Furthermore, the ED is responsible for the development and management of the Society's annual budget, which can exceed a million

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dollars annually.

The ED reports directly to the Society's Board of Directors (a volunteer board of 13 members) and serves as the organization's chief executive officer, providing primary leadership, vision, and managerial oversight for all aspects not delegated otherwise to the Board. The Director is the final authority for primary administrative and operational matters, and is the senior leader for the Society's overall programs, resource management, and operations.

The ED must work and exercise leadership with a wide range of constituencies, including university and secondary school administrators and faculty, commercial partners, vendors, a diverse faculty Board, alumni, and student leaders. The ED must possess advanced knowledge, abilities, and professionalism to work credibly, as a peer, with these individuals. This position does not involve teaching.

Duties and Responsibilities (generally)  
Administration and Management

Serve as primary liaison for Society and Central Office interactions with NIU campus agencies and administrators

Direct and oversee Society operations by leading the interpretation, collaborative development, and implementation of Society policies

Raise the visibility and impact of Sigma Tau Delta and NEHS through communications and marketing efforts

Handle a high volume of written and oral communication with Board members, Chapter Advisors, the Executive Committee, Board committees, inquiries, and Society requests

Keep abreast of current developments in honor societies, association management, and academic trends relevant to the Society's interests and development

Act independently to identify opportunities for collaboration and development with educational institutions (secondary and tertiary), educators, associations, and others who may promote and enhance the mission of Sigma Tau Delta and NEHS

Develop chapter relations strategies to strengthen current chapters, reactivate/invigorate chapters inactive or on the verge of being inactive, and locate opportunities to expand Sigma Tau Delta and NEHS by starting new chapters

Serve as a non-voting member at Board meetings (and as a voting member of selected Board committees, including the Executive Committee); make policy recommendations; and provide visionary leadership for strategic planning

Communicate regularly with the Board and supervise communication with Chapter Advisors and members

Collaborate with the Board President to identify, recruit, and orient new Board members

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Prepare biannual Board reports, including chapter increase/decline and relevant Society developments

#### Budget and Contracts

Provide oversight and management, along with the office administrator and Director of Society Operations, of a \$1M+ organizational budget

Supervise, with signature authority, financial accounts for the Society

Work within the approved budget by developing and implementing cost saving measures that also contribute to profits and revenue, while best using organizational resources

Oversee the annual budget planning process, financial reporting to the Society Treasurer, annual audit processing and tax filing, and the organization's day-to-day financial management

Research, develop, and implement strategies to increase potential revenue sources

Assume responsibility for Sigma Tau Delta and NEHS contract signing; contract with legal entities and vendors (e.g. attorneys, auditors, financial institutions, and insurance agencies) for services

Inform the Board of all matters of concern with regard to relevant legal, financial, or governance issues

#### Central Office Supervision

Supervise the Director of Society Operations (DSO) and the Director of National English Honor Society (NEHS)

Work with the DSO to recruit new, and reactivate dormant, chapters

Collaborate with the DSO on the hiring and supervision of 5-9 full-and part-time, on-and-off site, staff members

Supervise the maintenance of Society records, including the storing of permanent records of legal documents, financial reports, minutes, and chapter documents

Direct the work of those who analyze and interpret data regarding chapters, membership, and related activities

Monitor the workflow through the Central Office to ensure that service is rendered in a timely and effective manner

Plan, obtain, budget, allocate, and manage resources for routine and long-term maintenance of property, equipment, and office environment

#### Event Administration and Travel

Collaborate with the Executive Committee, Central Office staff, and local hotel and vendors in preparing the annual Convention (which currently brings together over 1,100 students, faculty, and alumni)

Conduct Convention site inspections, hotel negotiations, and speaker contracts

Represent the Society through participation in relevant organizations and at pertinent events, including

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the Association of College Honor Societies (ACHS) annual meeting  
Travel to the fall Board meeting (3-4 days) and spring convention (5-6 days), and other travel as  
necessitated by the position (e.g., evenings or weekends)

Other duties as may be assigned

**Minimum Required Qualifications for this position**

advanced degree in English (or a closely related field), or an advanced degree in a management-  
related field

five years' experience with a not-for-profit, higher education, volunteer, or other 501©3 organization

five years' managerial and/or supervisory experience

experience in financial and accounting management

exceptional, high-level oral and written communication skills; superior editing expertise is absolutely  
essential.

proficiency with office-related software applications, web-based communications, as well as basic  
technology literacy, and willingness to learn new software applications

**Contact Information**

Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

**Contact**