



PHI SIGMA PI  
NATIONAL HONOR FRATERNITY

# EXECUTIVE DIRECTOR

## POSITION DESCRIPTION AS OF MARCH 2025



SEARCH FACILITATED BY SARAH GAINES

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**PHI SIGMA PI**  
NATIONAL HONOR FRATERNITY

Phi Sigma Pi National Honor Fraternity is seeking a strategic and mission-driven Executive Director (ED) to lead the organization and advance its mission to improve humanity through the principles of scholarship, leadership, and fellowship. This role requires an experienced leader who can manage a membership-based organization, drive strategic initiatives and growth, and foster a collaborative and inclusive environment for all stakeholders. The Executive Director will play a crucial role in guiding Phi Sigma Pi through an evolving landscape in higher education and the fraternal sector.

## About Phi Sigma Pi

Established in 1916, Phi Sigma Pi is a national honor fraternity founded on a Tripod of three core principles: Scholarship, Leadership, and Fellowship. These ideals serve as the foundation for the organization, shaping its programs and members while promoting the ultimate mission of improving humanity with honor through social service. This guiding framework empowers members to excel academically, lead with integrity, and foster meaningful connections—both during their collegiate years and throughout their professional lives.

Phi Sigma Pi, a gender-inclusive organization, has chapters on more than 90 campuses and geographical locations nationwide, maintaining over 60,000 alumni and 2,000 collegiate local members. Chapters are located primarily at public regional and flagship universities. Additionally, the organization has welcomed more than 6,000 individual members through an innovative effort launched in 2020.

The Fraternity operates as a 501(c)(3) nonprofit, governed by a seven-member National Council, and is headquartered in Lancaster, PA. The Executive Director oversees the Fraternity and its staff of eight professionals, including the Associate Executive Director, who oversees the Foundation. The Phi Sigma Pi Foundation is another 501(c)(3), supporting Phi Sigma Pi through philanthropic initiatives, notably a day of giving.

For more information, visit: [www.phisigmapi.org](http://www.phisigmapi.org)





## Position Overview

Reporting to the National Council, the Executive Director serves as the chief staff officer and leads all aspects of Phi Sigma Pi's operations, strategy, and financial management. The ED oversees day-to-day operations, provides strategic guidance, and ensures the organization continues to provide value to its members, volunteers, and stakeholders. A successful leader will spearhead efforts to enhance diversity, equity, and inclusion within the organization and will guide Phi Sigma Pi in responding to the evolving needs and preferences of today's students and members.

### Specific responsibilities of the incoming ED include:

#### Leadership and Organizational Management

- Foster a collaborative and mission-aligned work environment that attracts, develops, and retains top talent.
- Hire, manage, and inspire a team of professionals (currently eight full-time) so as to plan and execute organizational missions and goals.
- Ensure compliance with legal, regulatory, and ethical standards.

#### Strategic Planning and Board Collaboration

- Develop and implement long-term strategic plans in partnership with the National Council that align with the mission and goals of the organization and promote long-term sustainability.
- Facilitate regular board meetings, provide strategic insights, and ensure timely and accurate reporting.
- Distill governance best practices and work closely with the National Council in achieving organizational goals.







### Financial Management

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- Oversee financial operations, including budgeting, reporting, and compliance.
- Ensure the financial sustainability of Phi Sigma Pi through sound fiscal management.
- Work closely with the Associate Executive Director, who leads the Phi Sigma Pi Foundation to drive fundraising efforts and donor engagement.
- Identify opportunities for new revenue streams to support long-term growth.

### Membership Engagement and Program Development

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- Oversee the development and execution of programs that enhance the member experience.
- Support the growth and sustainability of collegiate and alumni chapters.
- Ensure the organization remains responsive to the needs of its members through continuous feedback and innovation.

### Public Relations and Advocacy

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- Serve as the official spokesperson for Phi Sigma Pi, representing the organization to members, partners, and the public.
- Build and maintain relationships with key stakeholders, including university partners, donors, and allied organizations.
- Enhance the organization's visibility through strategic communications and marketing initiatives.

The Executive Director must have the competence and confidence to lead staff and volunteers. This includes supporting the National Council, Phi Sigma Pi's governing board, which has full elections every other year and continues in its evolution as a strategic governing body.

**This position is based in Lancaster, PA, and  
requires full-time, in-person leadership at the headquarters.**



## Compensation and Benefits

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The Executive Director will receive a salary of **\$110,000 - \$155,000** per year based on experience and qualifications. Phi Sigma Pi offers a comprehensive benefits package, including retirement contributions, paid time off, and health benefits.

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## Qualifications

The next Executive Director of Phi Sigma Pi will be a strategic and forward-thinking leader who is passionate about lifelong learning and leadership development. This individual must be able to effectively balance the big-picture vision with the operational needs of a dynamic, membership-based organization. The role requires someone who can engage, inspire, and support a diverse community of students, alumni, volunteers, and staff while maintaining the organization's long-term sustainability.

The ideal candidate will have a strong understanding of nonprofit leadership, risk management, and stakeholder engagement. They should bring experience in revenue generation to support the financial health and continued growth of the organization. Adaptability, problem-solving skills, resilience and the ability to build meaningful relationships across different constituencies are key attributes for success in this role.

The landscape for membership organizations and higher education is evolving. The Executive Director must be acutely aware of industry trends and be excited to explore creative programming and projects to help Phi Sigma Pi respond to the changing needs of students and members.

The Executive Director must also be committed to fostering an inclusive and welcoming environment where all members feel valued and supported. They will champion initiatives that enhance member engagement, leadership development, and the long-term impact of Phi Sigma Pi on campuses and beyond.



## Additional Qualifications

- Four-year college degree; Master's degree and/or CAE is preferred.
- Three to five years of experience in association or nonprofit management and leadership.
- Proven leadership and staff management experience.
- Strong financial acumen, including budgeting and fundraising expertise.
- Excellent verbal and written communication skills.
- Ability to work in-person at the Lancaster, PA National Headquarters.
- Willingness to travel for organizational events, industry meetings, and stakeholder engagement.

Excellent candidates who don't meet every qualification described are still encouraged to apply; the demonstration of transferable skills and experience will be valued.







## Lancaster, Pennsylvania

Located in the heart of Pennsylvania, Lancaster offers a unique blend of history, charm, and modern amenities that make it an exceptional place to live and work. Known for its arts scene, thriving local businesses, and scenic countryside, Lancaster strikes the perfect balance between small-town warmth and urban convenience. The city's beautifully preserved architecture, rich cultural heritage, and diverse community create an inviting atmosphere for professionals and families alike.

Lancaster boasts a strong and diverse economy, with thriving industries including healthcare, education, manufacturing, agriculture, and tourism. The cost of living remains affordable compared to major metropolitan areas, offering residents a high quality of life with access to excellent schools, top-tier healthcare facilities, and a variety of outdoor and recreational activities.

The downtown area features a vibrant culinary scene with farm-to-table restaurants, local markets, and craft breweries. The Lancaster Central Market, the nation's oldest continuously operating public market, is a must-visit for fresh local produce and artisanal goods. The city also boasts a dynamic entertainment culture, with theaters, galleries, and live music venues. Plus, outdoor enthusiasts can explore the nearby Susquehanna River, picturesque hiking trails, and the scenic Amish countryside.

Lancaster is about a 40-minute drive from Harrisburg, PA, the state capital. It is also incredibly convenient for visiting many of the cultural and recreational hubs on the east coast: Philadelphia, Baltimore, Washington, D.C., New York, and the beaches of the Jersey Shore are all within distance for a day trip.

You can explore more about Lancaster (and see more images like the one used on this page) at [Discover Lancaster](#).



## Application Process

Phi Sigma Pi has engaged JUNE Partners to lead this search. Inquiries and nominations can be directed to Sarah Gaines at [sarah@junepartners.net](mailto:sarah@junepartners.net) or Ian Coppage at [ian@junepartners.net](mailto:ian@junepartners.net).

To apply, please submit your resume and cover letter via [this application form](#). Applications will be accepted until the position is filled. To ensure full consideration, please apply by April 21, 2025.



*Phi Sigma Pi is committed to creating a diverse and inclusive environment and is proud to be an equal-opportunity employer. We encourage candidates of all backgrounds and identities to apply.*



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