



NORTH AMERICAN
INTERFRATERNITY
CONFERENCE



FOUNDATION
FOR FRATERNAL
EXCELLENCE

Position Title: Director of Programs

Organization: Foundation for Fraternal Excellence (FFE)

Reporting Relationship: Foundation Executive Director

Availability: Immediate

FFE is sincerely committed to advancing the fraternal movement by enhancing the skills and knowledge of associated professionals and volunteers and works in partnership with the North American Interfraternity Conference (NIC) in their laser-focused mission to enhance the fraternity experience; this role will directly contribute to our mission through managing impactful industry programs.

We are looking for someone new to join our team who will be passionate about delivering excellence through our flagship programs while providing leadership to highly engaged volunteers who support these programs. This individual will bring value to member organizations by implementing new and existing initiatives that will help them grow and strengthen the future of the fraternal experience.

FFE and NIC have a highly integrated staffing structure which supports our collective work to enhance the fraternity/sorority experience; the Director of Programs will report to the FFE Executive Director but serve both organizations in their programming related efforts. We work in a fast-paced, start-up-like environment, where you will gain a wide breadth of experiences. Our team is dynamic, high-performing, collaborative, focused and dedicated to the work.

In this role, you will:

- Manage all aspects of current and evolving FFE programs ([Seminar](#), [Summit](#) and [Advance](#)) aimed to support next-level growth of fraternal foundations, including planning, promoting, coordinating, executing and evaluating details in collaboration with volunteers and staff and in alignment with [FFE's strategic plan](#).
- Provide administrative and logistical support for [FGRC Hill Visits](#) and NIC student-focused programs, including [PRIME](#), [IFC Academy](#), [Launch](#) and [IMPACT](#).
- Oversee data collection projects including the [FFE Industry Survey](#), [FFE Compensation & Benefits Survey](#) and (new) NIC Performance Growth Index.
- Oversee industry recognition efforts including the [FFE Awards of Distinction Program](#), [NIC Awards of Distinction Program](#) and (new) [IFC Awards Program](#).
- Coordinate [FFE Coffee Chats](#), [FFE Continuing Education Webinars](#) and [NIC Educational Webinars](#).

We are recruiting:

- A servant leader motivated to exceed member expectations with high ethical standards.
- A team player with a strong commitment to build relationships and work collaboratively with a wide range of constituents.
- A proven event management professional with an appreciation for details, experienced with both in-person and virtual programs.

- A self-starter who can work independently and efficiently.
- Someone who can find career and life satisfaction in this role for a period of no less than three years.

Other Things You Should Know Before Applying:

- FFE's staff performance is measured by clearly defined goals and incentives that reward achievement-oriented people. This framework focuses the staff on the Foundation's strategic goals and sets boundaries to successfully blend work and personal life priorities.
- You can work from anywhere if you're a top performer, have a good internet connection and can travel (4-6 trips per year).
- This role interacts with hundreds of different personalities and individuals who have a wide array of comfortability using various technology platforms. It requires someone who can remain calm in stressful situations and assist each constituent in a courteous manner to resolve any issue that arises. A person in this role must be confident, approachable and able to manage their own emotional health.
- Demonstrated experiences in customer/member service, CRM (Salesforce) utilization and volunteer management are preferred but not required.
- Membership in a fraternity or sorority is preferred but not required.

Are you saying to yourself, "This is me."?

Email a cover letter (including compensation requirements) and resumé to Ashley VanDewark at ashley.vandewark@foundationfe.org. Resumé review will begin immediately.

About the FFE and NIC:

The [FFE](#) is comprised of more than 65 men's, women's and co-ed fraternal educational foundations and operates to advance the various needs of the dynamic industry. The FFE provides operational support for new and emerging fraternal foundations, working hand-in-hand with various fraternal communities and the NIC to strengthen and improve the entire fraternity/sorority experience through a culture of care, connection and research.

The [NIC](#) is the trade association representing 58 inter/national men's fraternities. The NIC's member organizations boast more than 6,000 chapters located on more than 550 campuses in the United States and Canada, with approximately 250,000 undergraduate members and nearly 4.2 million alumni.