**Job Title:** Executive Director

**Department:**      Executive

**Reports To:**         Grand Secretary (Board Secretary) and Board of Directors

**FLSA Status:** Exempt

**SUMMARY**

DeMolay International is seeking a dedicated, energetic, and self-motivated person to lead our organization in the role of Executive Director. DeMolay is a non-profit 501(c)(3) chapter-based organization that operates in 22 countries and all 50 US states. The Executive Director is the key relationship manager for DeMolay International. The position is expected to bring leadership, supervision, and coordination to all activities at DeMolay, and will oversee all aspects of the DeMolay International professional staff and manage the day-to-day operations of the organization.

**GENERAL ESSENTIAL SKILLS, EXPECTATIONS, AND RESPONSIBILITIES**

Organizational leadership – Participates in partnership with the Board of Directors in setting organization direction, developing organization goals and strategic and operational plans, and achieving agreed on results.

Development and management of resources – Directs growth and management of DeMolay International’s assets and human and financial resources.

Accountable for operations and fiscal integrity – Maintains accountability for the overall operational and fiscal integrity of the organization within the policies set by the Board of Directors. Manages annual operating budget of $1.6 million.

Coordinates the efforts of Officers, Board of Directors, and various committees. Assures coordination and alignment of all DeMolay International activities and programs with strategic direction in partnership with the BOD.

Administers development of DeMolay International’s long-range goals and annual work plans and budgets, to assure alignment and maximum progress toward organizational goals, including international growth.

Assesses organizational capacity to implement strategies; identifies gaps in systems and staff, and develops plans for correction, contingency and succession; anticipates factors impacting success.

Responsible for being the public relations interface in all aspects, both internally and externally. Robust presentation and communication skills are a must. Should the need arise, the Executive Director is one of the key spokespeople for the organization.

Creates and maintains an environment that promotes service to volunteers while cultivating relationships with members, donors, and sponsoring organization.

Supports development efforts through annual campaigns, planned giving, and grant writing.

Manages legal and corporate affairs including Risk Management and Youth Protection.

Directs marketing efforts, membership recruitment programs, and is responsible for all communications of the office of the Grand Secretary.

**IDEAL CANDIDATE**

Bachelor's degree from a four-year college or university is required, a master’s in Business Administration is highly preferred. Additionally, three to five years of executive level experience or equivalent combination of education and experience.

Certified Association Executive (CAE) designation from the American Society of Association Executives a plus.

**COMPENSATION, HOURS, & PTO**

Starting salary for this position is highly competitive. Additionally, the position also has a fully loaded benefits package that includes health, vision, dental, disability, sick leave, and 401k or student loan assistance.

Hours of operation are Monday-Friday 8:30 AM-5:00 PM Central and night/weekend travel as deemed necessary. This position is based in Kansas City, MO at the DeMolay International, Henry E. ‘Hank’ Stickney, Service & Leadership Center.

DeMolay International grants 11 paid holidays a year additionally, this position will receive three (3) weeks of personnel time off (PTO) for vacation/leave after 90 days of service.

**COMPETENCIES**

Must be a solution-driven, out-of-the-box thinker who works well in a team environment and is flexible to handle multiple tasks.

DeMolay International is truly international, tolerance and complete acceptance of other cultures and languages for this position is a must.

The ideal candidate has demonstrated a successful career track record in association management. Persons with a demonstrated commitment to and success in addressing and enhancing membership diversity and inclusion as well as the growth of a voluntary association are preferred.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk and sit. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.  Specific vision abilities required by this job include close vision, distance vision and color vision.

**APPLICATION PROCESS**

Application received by: March 31, 2017.

Please submit the following - all within one email, with attachments clearly labeled:   
1. Cover Letter with Resume  
2. A two page letter on how DeMolay can increase membership in the United States.

3. Contact information (including name, address, email, and phone) for three professional references who can speak to your skills and character.

Email complete application package to [Personnel@DeMolay.org](mailto:Personnel@DeMolay.org).