



OMICRON DELTA KAPPA
The National Leadership Honor Society

**President and Chief Executive Officer
Omicron Delta Kappa Society and Educational Foundation, Inc.
Lexington, Virginia**

Omicron Delta Kappa, the National Leadership Honor Society, is searching to identify its next President and Chief Executive Officer. With the retirement of the current President/CEO, the Society's next leader is anticipated to begin their tenure on July 1, 2023.

Omicron Delta Kappa seeks a visionary leader skilled in driving organizational success and empowering high performing staff. Reporting to the Board of Trustees, the CEO will have overall management responsibility for a growing, impactful collegiate society.

Combining inspirational leadership and strong management abilities, they will advance the society in terms of culture, capability, processes, and impact. While working closely with the society's executive team, the President/CEO will inspire innovation and ensure that the society is continually well equipped to advance its mission, vision, and leadership values.

The President/CEO will be responsible for initiating, cultivating, and extending relationships with the organization's portfolio of individual, foundation, and corporate supporters, and to ensure the society's financial stability and sustainability by maintaining healthy cash flow and adequate reserves.

Omicron Delta Kappa Society, the *National Leadership Honor Society*, was founded at Washington and Lee University in Lexington, Virginia, on December 3, 1914. A group of 15 students and faculty members established the Society to recognize and encourage leadership at the collegiate level. The founders established the OΔK Idea—the concept that individuals representing all phases of collegiate life should collaborate with faculty and others to support the campus and community. OΔK's mission is to honor and develop leaders; encourage collaboration among students, faculty, staff, and alumni; and promote OΔK's ideals of collaboration, inclusivity, integrity, scholarship, and service on college and university campuses throughout North America. The Society is based in the Joyce E. and

Richard S. Johnson Center for Leadership and Omicron Delta Kappa National Headquarters in Lexington, Virginia.

In consideration of the changing higher education environment, the impact of the COVID-19 crisis, and a planned leadership transition, the Society's Board of Trustees authorized the development of a new strategic plan in early 2020. A Strategic Planning Task Force was appointed, and it met throughout the remainder of 2020 and into 2021 to develop the plan. During the plan's development, the Society's mission statement was affirmed, the vision statement was revised, and the Society's values were refined. The affirmed mission statement, revised vision, and refined values are below:

Mission

The Society has a three-pronged mission, which is also known as the OΔK Idea.

- Identify, honor, and develop leaders in collegiate and community life.
- Encourage collaboration among students, faculty, staff, and alumni to advance leadership.
- Promote and publicize our ideals.

Vision

- Omicron Delta Kappa is a multi-generational society that excels in recognizing and connecting collaborative and inclusive leaders.

Leadership Values (also known as the Society's ideals):

- Collaboration, inclusivity, integrity, scholarship, and service

The new strategic plan, *Leading in the 21st Century*, is in place through the end of FY 2024. It has three goals:

- Goal One: *Provide an excellent, relevant campus member and circle experience*
- Goal Two: *Build a more diverse and inclusive organization*
- Goal Three: *Champion, recognize, and celebrate collaborative and inclusive leadership*

The Society's budget and fundraising activities have been adjusted to support the goals and objectives of the plan. The plan's website, including its objectives and metrics reporting document, is located [here](#). Omicron Delta Kappa will complete its first-ever comprehensive campaign, *The Campaign for Our Second Century*, in June 2023 and with a goal of \$5.6 million. The campaign website is located [here](#).

GOVERNANCE STRUCTURE

The Omicron Delta Kappa Society and Educational Foundation is governed by a 29-member Board of Trustees. The President/CEO is an ex-officio, non-voting member of the board. The board has the following governing committees: Board Awards; Board Nominations; Development (Annual Giving and Major Planned Giving subcommittees); Diversity, Equity, and Inclusivity (Awards, Programming and Operations, and Resources subcommittees); Finance (Audit, Budget, and Investment subcommittees); Governance and Trusteeship; and Mission (Extension, Policies and Procedures, and Membership Standards subcommittees). There are also four operating committees of the Society: National Awards Committee; National Leadership Conference; Scholarship Review and Selection; and Student Advisory Board.

OMICRON DELTA KAPPA'S COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSIVITY

Omicron Delta Kappa does not discriminate on the basis of race, color, religion, national or ethnic origin, biological sex, gender identity or expression, sexual orientation, age, disability, veteran's status, genetic information, or all other protected classes in its programs and activities, membership, and with regard to employment. The OΔK Idea affirms and promotes openness and inclusiveness among all people. Membership selection shall be free of bias so that all qualified will be considered equitably for membership. The Society's National Diversity Officer, Moneque Walker-Pickett, and its Diversity, Equity, and Inclusivity Committee guide the organization's work to continue to enhance its efforts in these areas. Omicron Delta Kappa has also established the Key Fund to provide scholarships and the gift of membership to students from historically underrepresented and marginalized racial and ethnic populations.

REPORTING RELATIONSHIPS

The President and Chief Executive Officer will directly report to the Chair of the Board of Trustees. The President and Chief Executive Officer will be evaluated on an annual basis by the board's Executive Committee.

PRIMARY RESPONSIBILITIES

The President/ Chief Executive Officer's specific duties and responsibilities include, but are not limited to, the following:

- Guide the Society in the development and implementation of strategic plans; monitor completion of goals and objectives; provide progress reports as appropriate. Administer the day-to-day operations of the Society
- Provide leadership and vision for fundraising and advancement initiatives for the Society, including annual giving, major gifts, and planned giving
- Travel on behalf of the Society to visit members, donors, circles, host colleges and universities, and prospective circle institutions
- Manage, with the OΔK Board of Trustees, the governance of the Society; maintain governing documents of the Society
- Serve as a spokesperson for OΔK and its mission of collaborative and inclusive leadership
- Implement policies for OΔK as directed by the Board of Trustees
- Oversee all financial operations of OΔK, including appropriate administration of resources and assets, including the National Headquarters facility; identify and develop non-membership and fundraising revenue opportunities; secure lines of credit as necessary; evaluate investment strategy; and ensure annual audit and compliance with financial regulations
- Evaluate technology platforms and current use including those supporting membership recruitment, processing, and engagement; member recognition; member, donor, circle, and institution information; financial administration; and board operations
- Champion data integrity for circles, advisors and collegiate officers, members, volunteers, and donors
- Oversee the member, circle officer, and host campus communications, including the coordination of the website, magazine (*The Circle*), and social media platforms
- Promote and administer current programming, including the annual National Leadership Conference, awards given for exemplary leadership and/or service to the Society, scholarships, circle grants, community service initiatives, gift of membership, and ethical leadership development workshops
- Develop and introduce new programs as appropriate; sunset current programs as necessary
- Secure and promote external member benefits such as travel and entertainment discounts, educational experiences and opportunities, and access to professional services

PREFERRED COMPETENCIES AND QUALIFICATIONS

Candidates will be required to possess a master's degree and a minimum of 15 years of relevant professional work experience with a record of progressive responsibilities in educational administration or non-profit or government organization leadership. It is preferred that the candidate have non-profit or board governance experience, membership and volunteer service in Omicron Delta Kappa, and an earned doctoral or other terminal degree.

The ideal candidate will be:

- An enthusiastic champion of the Society who will find ways to connect not only with current members, but seek to make the Society relevant to a new generation of prospective collegiate members
- A leader with integrity and credibility, able to develop relationships with members, circles, headquarters staff, and the Board of Trustees
- An experienced financial manager who is able to ensure fiscal stability for the Society
- Trustworthy and capable of operating at the highest standards of ethical behavior
- Able to encourage collaboration amongst multiple stakeholders
- Excited to engage a diverse and inclusive membership, and seek ways to support the Society's commitment to diversity, equity and inclusivity
- Experienced in conflict management and resolution
- Willing to travel on behalf of the Society

SALARY AND BENEFITS

Omicron Delta Kappa offers a competitive salary and comprehensive benefits including the following:

- Double match (up to 5% of base salary) to the Society's TIAA retirement plan
- Health insurance coverage as well as contributions to a health savings account
- Three weeks paid vacation per year in addition to paid holidays (to be used in accordance with the Society's policies)
 - Paid holidays: Christmas Day through New Year's Day, Good Friday, Independence Day, Memorial Day, Thanksgiving and the day after Thanksgiving, Labor Day, Martin Luther King, Jr. Day (or President's Day

when OΔK responsibilities require work on MLK, Jr. Day), Juneteenth, Presidential election day (every four years)

- Sick leave – accruing 8 hours per month
- Travel reimbursement for official trips (employee may retain for personal use any points earned for frequent-flyer miles and hotels)
- Travel insurance on official business
- Workers’ compensation coverage
- Directors’ and Officers’ Liability Insurance coverage
- Optional participation (at employee cost) in life insurance available through the Society’s plan
- Educational reimbursement for some coursework/training subject to approval of the Board of Trustees
- Professional memberships, attendance at conferences, and professional training as subject to approval by the Board of Trustees

LOCATION

While the Society’s National Headquarters are housed at the Johnson Center for Leadership in the historic Lexington, Virginia, train station, the daily expectations and requirements of the position may be completed remotely. Currently, the Society has two full-time remote, one part-time remote employee, three hybrid, and two full-time onsite employees.

APPLICATION INSTRUCTIONS

Applicants should submit a cover letter, list of at least three professional references, and résumé. Cover letters should be responsive to the mission of Omicron Delta Kappa, as well as the responsibilities and qualifications presented in the prospectus. Review of applications will begin immediately and continue until the successful candidate has been selected. Preference will be given to those candidates who submit an application by January 31, 2023.

Cynthia “Cie” Cochran is the special projects coordinator who is supporting the search. Application materials should be emailed to cie@odk.org - documents should be addressed to the search committee co-chairs, Willie L. Banks, Jr. and Peter A. Christiaans.

Nominations may also be sent to the attention of the search committee chairs at cie@odk.org.

All inquiries will be held in confidence.

BOARD LEADERSHIP AND KEY COLLEAGUES

Sandra B. Thurmond, Chair, Board of Trustees

Sandra “Sandy” B. Thurmond is a 1987 graduate/professional student initiate of the University of Alabama at Birmingham Circle of Omicron Delta Kappa. She is the vice president of primary care services with Children’s of Alabama.

Willie L. Banks, Jr., Immediate Past Board Chair, Search Committee Co-Chair

Willie L. Banks, Jr. is a 2002 faculty/staff initiate of the University of Georgia Circle. He is the vice chancellor for student affairs at the University of California – Irvine.

Peter A. Christiaans, Board Chair-Elect, Search Committee Co-Chair

Peter A. Christiaans is a 1993 undergraduate initiate of the University of Miami Circle. He is a director at Huron Consulting.

Jessica E. McClain, National Treasurer

Jessica E. McClain is a 2005 undergraduate initiate of the Towson University Circle. She is the chief financial officer for Girl Scouts Nation’s Capital.

Brian L. Hager, National Counsel

Brian L. Hager is a 2004 graduate/professional student initiate of the Washington and Lee University Circle. He is a partner with McGuireWoods.

Timothy A. Reed, Vice President for Membership and Operations (COO)

Timothy “Tim” A. Reed is a 1989 faculty/staff initiate of the Virginia Polytechnic Institute and State University Circle. He has been in his current position since August 2016.

Brent J. Anderson, Director of Finance and Extension (CFO)

Brent J. Anderson is a 2013 honoris causa initiate of the Washington and Lee University Circle. He has been with Omicron Delta Kappa since August 2013.

A listing of the members of the search committee may be found [here](#). Biographies for all current members of the Board of Trustees may be found at this [link](#). The profiles of the entire National Headquarters staff may be found [here](#).