

# Position Announcement

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## **Executive Director**

The Delta Kappa Gamma Society International

**Application Deadline – March 31, 2015**

The Human Resources Committee of the International Administrative Board announces the search for an executive director to be employed at Society Headquarters in Austin, Texas. The committee of the board will review applications in April 2015. The Administrative Board will interview qualified applicants on May 16, 2015. The effective date of employment is September 1, 2015. All interested and qualified members of the organization are encouraged to apply.

The executive director is employed by the Administrative Board and reports to the international president. This position is the manager of Society Headquarters' functions and serves as liaison between the elected officers and the Society Headquarters professional staff. The executive director is an ex-officio non-voting member of the Administrative Board and the International Executive Board. She is a voting member of the Educational Foundation Board of Trustees and DKG Supporting Corporation Board of Directors. The executive director provides strategic management and continuity for the Society's mission performance and goal attainment. This position requires extensive knowledge of the Society, demonstrated leadership and interpersonal skills, and ability to provide guidance to Society Headquarters employees.

Minimum qualifications include: active membership in the Society for five years or more; a Master's degree or higher; extensive knowledge of the Society; skills in leadership, management and administration; evidence of skills in writing and public speaking; verifiable leadership experience at the chapter and state organization levels including, but not limited to, participation in state organization conventions, regional conferences and international conventions.

Applications packets are available upon request. The packet includes an application/experience form, position description, qualifications, terms of employment, including salary and related benefits, and the position search timeline.

To request an application packet, call or contact:

Chair, Human Resources Committee  
The Delta Kappa Gamma Society International  
PO Box 1589  
Austin, Texas 78767-1589

Telephone: 512.478.5748  
Toll-free: 888.762.4685  
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