

*An Invitation to Apply for the Position of  
Chief Executive Officer a/k/a  
Eminent Supreme Recorder*

*Sigma Alpha Epsilon  
Fraternity*

**RISE  
ABOVE**



**Headquarters: Evanston, Illinois**

## *The Position*

The **Sigma Alpha Epsilon Fraternity** is seeking a highly qualified **Chief Executive Officer a/k/a Eminent Supreme Recorder**.

# ΣΑΕ

McPherson & Jacobson, L.L.C., Executive Recruitment and Development has been engaged as the consultant in a search for outstanding candidates. They will assist the Fraternity in identifying and screening the candidates.



Sigma Alpha Epsilon Fraternity is the world's largest collegiate fraternity by membership size, and presently operates on 215 university campuses in the United States and Canada. We serve our 11,000 undergraduate members and 206,000 living alumni from our headquarters in Evanston, Illinois, through a paid staff of 30 and an annual operating budget of over \$7.3 million. Our nearly 2,000 active alumni volunteers serve in critical roles to support our Fraternity's Mission, which is advancing the highest standards of friendship, scholarship, leadership and service for our members throughout life. Our Creed, "The True Gentleman", is an essential component of who we are, and is reflected in our Vision: True Gentlemen making our global community better.

Sigma Alpha Epsilon Fraternity presently seeks a Chief Executive Officer (CEO), also known as our Eminent Supreme Recorder, for this full-time position based in Evanston, Illinois. In addition to being a member of our Fraternity, our next CEO must have a passion for our Mission and values as well as the skills required to inspire others in the same. He will have demonstrated success as a senior executive with a mission focused organization such as ours, and a proven track record for successfully executing on strategic plans developed in collaboration with a board of directors (our Supreme Council). Moreover, he will have experience in recruiting, developing and leading a staff to execute on those strategic plans. As our CEO also serves as the lead ambassador with many different constituents and stakeholders, the successful candidate must also possess great communication skills, through both written words and public speaking.



## Primary Responsibilities

- Serves as the Chief Executive Officer (CEO) of the Sigma Alpha Epsilon Fraternity, reporting to the Supreme Council
- Implements the Fraternity's strategic direction in collaboration with the Supreme Council
- Recruits, develops, motivates and leads staff to advance the Fraternity's Mission and strategic plan
- Fosters a high performing, goal oriented managerial team and engrains a customer service culture
- Builds trust relations with key partners, stakeholders and donors, and supports the mission of the SAE Foundation and SAE Financial and Housing Corporation
- Serves as the primary spokesman for the Fraternity in all mediums
- Maintains keen awareness of the Fraternity's industry and markets
- Consistently strives to enhance organizational value for our members, including program evaluation and elevation
- Promotes a success-oriented, accountable and ethical culture among employees and volunteers
- Oversees our insurance program and promotes member health and safety policies
- Works closely with the CFO to prepare and present annual budgets to the Supreme Council to enhance the overall financial health of the organization
- Facilitates the duties of the Supreme Council and regularly seeks its advice and counsel
- Performs the tasks as further assigned by the Supreme Council and prescribed by Fraternity Laws
- *Selected candidates will be subject to a drug test and criminal and financial background check as a condition of employment.*
- *The final candidate will be required to provide certified transcripts of all academic work referenced in the application.*

## Qualifications

- Member in good standing of the Sigma Alpha Epsilon Fraternity
- Undergraduate degree; graduate level degree in related field preferred
- Significant executive-level management and leadership experience
- Excels in recruiting and retaining talent and managing a team to perform at peak level
- Experience working with a board of directors and facilitating their corporate duties
- Demonstrates the ability to successfully develop, plan and implement short and long-term goals consistent with an organization's mission and strategic vision
- Self-motivated, results oriented and well organized; excels in delegating tasks and meeting deadlines
- Experience with managing and successfully meeting corporate budgets
- Strong interpersonal skills and the ability to work effectively with a wide range of constituents
- Excels at public speaking and writing for different audiences
- Proficient in marketing an organization and its services to others; fundraising experience preferred
- Experience as a professional or volunteer in Greek life and/or with higher education a plus
- A person of strong ethical character, respectful of persons of diverse backgrounds and beliefs
- Willingness to travel frequently and on overnight trips, including by airline and automobile



**Fraternity Website: <http://www.sae.net>**

*Advancing the highest standards of friendship, scholarship,  
leadership and service for our members throughout life.*



# SIGMA ALPHA EPSILON

MCPHERSON *MA* JACOBSON, LLC

11725 Arbor Street, Suite 220  
Omaha, Nebraska 68144  
Phone: (888) 375-4814 Fax: (402) 991-7168  
E-mail: mail@macnjake.com

## APPLICATION

available at  
[www.macnjake.com](http://www.macnjake.com)



An application for Eminent Supreme Recorder should include:

- ◆ A letter setting forth personal qualifications, experiences and reasons for interest in the position.
- ◆ A current résumé.
- ◆ Reference letters.

### *Selection Time Line*

- ◆ Closing date for applications: **March 13, 2020 (11:30 p.m. central time)**
- ◆ Selection of new Eminent Supreme Recorder: **April 2020**
- ◆ Start date: **TBD**

Names of applicants will be held in strict confidence whenever possible; however, McPherson & Jacobson complies with individual states' Freedom of Information laws.

*Sigma Alpha Epsilon Fraternity is an Equal Opportunity Employer. The organization does not discriminate on the basis of race, religion, color, sex, age, national origin, sexual orientation or disability and, when needed, will provide reasonable accommodations to applicants and employees. Anyone requesting a reasonable accommodation in the application or recruitment process please contact McPherson & Jacobson at the address/phone/email above.*