



Request for Proposals

Phi Beta Delta, the Honor Society for International Scholars, requests submission of application materials for the following:

- 1) A faculty or staff member to fulfill the duties of the Executive Director of the Society, as outlined below, and**
- 2) A location to house the International Executive Office starting July 1, 2011.**

The current Executive Director of the Society, Dr. Yvonne Captain, has announced her resignation effective July 1, 2011. While at a minimum the Board of Directors of the Society must find a replacement to fill this position, it is also the intent of the Board to explore moving the International Executive Office to a campus location, a "housing arrangement" for the office that was utilized for the first eighteen years of the Society's existence. Thus encompassed within any proposals submitted should be both the identification of a new Executive Director as well as a proposal for where the International Executive Office would be located (i.e., either at the current location in Washington, D.C., or a new location such as a campus at which there currently exists an active PBD chapter).

Executive Director Position

The position of Executive Director of Phi Beta Delta shall be for a period determined by the Board of Directors. It is intended that this position be a part-time position commencing July 1, 2011. Compensation occurs via a monthly stipend awarded by the Society.

The Executive Director shall serve with Board of Directors approval and is accountable to the president of Phi Beta Delta. The duties include but are not necessarily limited to:

- Manage the Executive Office of Phi Beta Delta
 - Hire and supervise staff
 - Respond to chapter requests and inquiries regarding formation of new chapters
 - Conduct daily business and monitor cash flow as Society Treasurer
- Assist with the annual conference planning and organization of board meetings
- Serve *ex officio* on the Board of Directors and liaison between board and membership
- Maintain contact with the Board of Directors as a whole and individual board members as needed
- Provide quarterly reports to the Society President and Board of Directors
- Represent Phi Beta Delta as needed in meetings and in contacts with other organizations as needed.

Additional details are available upon request.

Candidates for this position should demonstrate familiarity with the operations and activities of *Phi Beta Delta* and relevant professional experience in leadership positions within an academic environment. Minimum educational requirements include a Master's degree; a completed doctorate is preferred. Phi Beta Delta is an Equal Opportunity Employer (EOE).

International Executive Office

Any proposals submitted should include a proposal for where the International Executive Office would be located (i.e., either at the current location in Washington, D.C., or a new location such as a campus at which there currently exists an active PBD chapter). Minimum requirements for the office facilities:

- At least 500 square feet of floor space.
- Sufficient furniture to accommodate at least two separate workspaces.
- Access to IT wiring sufficient to accommodate all standard office telecommunications equipment (e.g., phone, fax, internet). The website and office email are hosted independently of the office location (www.phibetadelta.org), so additional infrastructure is not required for those services.
- Support for hiring part-time work study student(s) to assist permanent office staff, as needed.

Application Instructions

Complete applications will include the following:

- Letter of application and resume or *curriculum vitae* for the Executive Director candidate, as well as at least three letters of professional reference. If employed in a full-time position at an educational institution, the candidate should also provide a letter of support from their direct supervisor or affiliated Dean.
- Detailed description of where the International Executive Office would be located (i.e., either at the current location in Washington, D.C., or a new location such as a campus at which there currently exists an active PBD chapter). If this location is a campus, the description should include information regarding what services and resources would be provided by the home institution. In addition, the application must include a letter of support for the proposal from the chief executive officer or chief academic officer of the educational institution.

Applications should be submitted electronically to the Phi Beta Delta International Executive Office at staff@phibetadelta.org no later than December 15, 2010. Inquiries regarding this RFP or the application process should be directed to the Chair of the Executive Director Search Committee, Dr. Judy Smrha, the Society's 2010-2011 Past President (jsmrha@bakeru.edu; 785-594-8337).

