



EST. 1776

*The* PHI BETA KAPPA *Society*

THE NATION'S MOST PRESTIGIOUS ACADEMIC HONOR SOCIETY

ASSOCIATE SECRETARY

POSITION PROFILE

# THE MISSION OF THE PHI BETA KAPPA SOCIETY IS TO CHAMPION EDUCATION IN THE LIBERAL ARTS AND SCIENCES, TO FOSTER FREEDOM OF THOUGHT, AND TO RECOGNIZE ACADEMIC EXCELLENCE.



## ABOUT PHI BETA KAPPA

Since its founding in 1776, Phi Beta Kappa has celebrated excellence in the liberal arts and sciences and championed freedom of thought. As America's most prestigious academic honor society, Phi Beta Kappa is uniquely equipped to advocate for the value of liberal arts and sciences education.

Phi Beta Kappa:

- Advocates for the importance of liberal arts and sciences education, especially through the National Arts & Sciences Initiative
- Honors the best and brightest liberal arts and sciences undergraduates at over 290 top colleges and universities across the nation
- Grants lifelong membership through a highly selective, merit-based invitation process that takes into consideration academic success and breadth of study
- Connects members to a network of high achievers who are active in science and health care, business and technology, the arts and humanities, and law and philanthropy
- Offers members quarterly publications and monthly newsletters, which provide perspectives on public affairs, literature, science, history, culture, and career development
- Provides opportunities to participate in exciting programs offered by the national office and local chapters and alumni associations
- Recognizes the exceptional achievement of writers and scholars in the humanities, social sciences, natural sciences, and mathematics

**Phi Beta Kappa is the key that opens doors to lifelong opportunity.**

## A RARE HONOR & MEMBERSHIP

Phi Beta Kappa recognizes academic excellence in the liberal arts and sciences. Only 10 percent of U.S. colleges and universities have Phi Beta Kappa chapters. These chapters select the

### **top 10 percent of their liberal arts and sciences graduates**

to join the Society, making Phi Beta Kappa membership one of the most prestigious honors a student can achieve.

About 20,000 outstanding undergraduate liberal arts and sciences graduates become members each year through chapters at 293 colleges and universities in the U.S.

Phi Beta Kappa has added over 100 chapters in the last 40 years. As of 2024, Phi Beta Kappa has chapters at:

- 91 small liberal arts colleges
- 94 private universities
- 108 public universities



Key into Public Service 2024 Call to Serve Panel

# PROGRAMS

## Induction of Top Undergraduates as Inclusive Excellence Lifelong Members

Phi Beta Kappa is known for awarding its gold key to students who excel in their studies of the liberal arts and sciences. Chapters may elect other individuals who have distinguished records in the liberal arts and sciences as alumni or honorary members, or, at the time of the installation of a new chapter, foundation members. Membership in Phi Beta Kappa is the key that opens doors to lifelong opportunity and learning. Phi Beta Kappa has more than 700,000 living members.

## Phi Beta Kappa Alumni Associations

Phi Beta Kappa supports a network of nearly 50 alumni associations across the country, including vibrant organizations in major metropolitan areas. Associations cultivate lifelong learning through cultural, educational, and networking events. Many associations are active in their communities, supporting scholarship programs and partnering with local charitable organizations.

## Celebration of the 250th Anniversary

The Society, founded in 1776, will celebrate its 250th anniversary alongside the nation in 2026. This upcoming milestone presents an opportunity to delve deeper into the Society's story, reflect on its impact and values in fostering a vibrant democracy and culture, reimagine its membership experience to better reflect its diverse membership network, and expand future understanding of arts and sciences education. Planning is underway for a diverse series of events, from publications, to presentations, and performances to participatory activities.

The Society is committed to diversifying its membership by improving equity of access to outstanding students in the liberal arts and sciences both on the campuses currently housing chapters and institutions seeking new chapters. Strategic work is underway to implement processes and practices that promote diversity of membership at both the student and institution level.

## The National Arts & Sciences Initiative

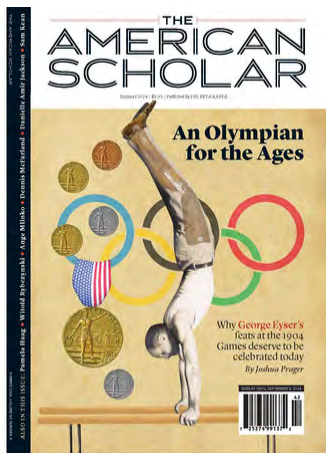
The Society is a leading national voice for the vital role that arts and sciences education plays in shaping careers, communities, and cultural life. The National Arts & Sciences Initiative equips ΦBK's member network with information, tools, and experiences to grow support for and increase access to the arts, humanities, natural sciences, social sciences, and mathematics. To encourage action by members, the Initiative has developed awareness-raising events with policymakers and opinion shapers, an Arts & Sciences Are Key toolkit, a monthly State of the Arts & Sciences e-alert translating higher ed, departmental advocacy guides, and career resources for arts and sciences majors. The Initiative also coordinates with leading higher education associations to amplify the impact of the work of Phi Beta Kappa.

## Key into Public Service

The Initiative team also oversees the Society's Key into Public Service program. Drawing inspiration from notable Phi Beta Kappa members who have used their education to benefit the nation, the program recognizes 20 exceptional liberal arts and sciences students with a scholarship and educational conference experience highlighting pathways into local, state, and federal government.



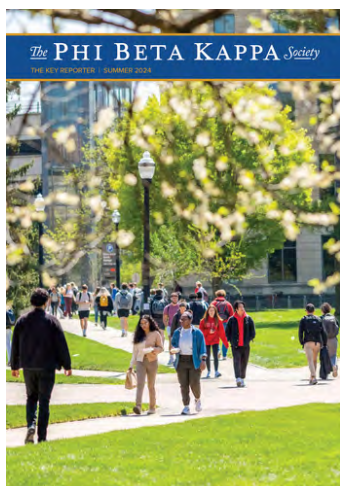
McDaniel College 2024 Induction



## The American Scholar

Since 1932, Phi Beta Kappa has published *The American Scholar*, its quarterly magazine of public affairs, literature, science, history, and the arts. The Scholar publishes essays, journalism, book reviews, fiction, and poetry pitched

to an intelligent general audience, half of which consists of Phi Beta Kappa members. Its mission is to illuminate in each issue the breadth and depth of the arts and sciences, to draw from various disciplines to help explain the world in which we live. The magazine has been the recipient of numerous awards, and its pieces have appeared in prestigious year-end anthologies. The Scholar staff also produces *The American Scholar* website with new content each day, a weekly e-newsletter, and two podcasts. There are 20,000 subscribers for the print and online versions of the magazine, 1.2 million visitors a year to the website, and 40,000 newsletter subscribers.



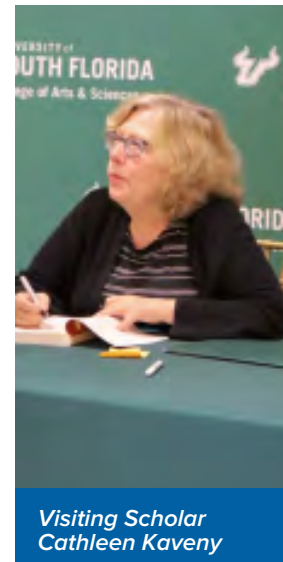
## The Key Reporter

*The Key Reporter* is the national quarterly publication for Phi Beta Kappa donors (16 pages, circulation 50,000). Available in print and digital formats, the publication includes a column, "From the Secretary," and updates from national office programs, including the National Arts & Sciences Initiative, Visiting Scholar Program, and Society awards. Professors and other

professionals who are members prepare book reviews for *The Key Reporter*, and the publication's writing internship program gives newly-inducted members the opportunity to polish their skills and gain publication experience covering alumni news.

## Visiting Scholar Program

For over six decades, the Visiting Scholar Program has sent distinguished scholars in a variety of disciplines to participate for two days in the life of colleges and universities with Phi Beta Kappa chapters. During each two-day visit, a scholar takes part in class discussions, meets informally with students and faculty, and gives a free lecture open to the public. This academic year, 13 scholars will spend more than 160 days on campuses.



## Awards and Fellowships

Phi Beta Kappa presents nine awards and fellowships annually. These awards recognize exceptional authors, scholars, graduate students, and professors in the fields of the humanities, social sciences, natural sciences, mathematics, philosophy, French language or literature, and Greek language, literature or history. Phi Beta Kappa also gives two major awards at the triennial council for lifetime achievement in support of the liberal arts and sciences.



2022 Book Award Winner Farah Jasmine Griffin (L)

# GOVERNANCE

The Phi Beta Kappa Society bylaws and constitution provide for a complex representative governance system that includes officers, a Senate, and a triennial council.

## The Senate

Phi Beta Kappa's board of directors is called the Senate, the permanent governing body of the Society. It consists of 24 members elected by the Council for six-year terms. Senators may serve for up to two consecutive terms. The Senate meets at least quarterly, mostly on zoom and once annually in person in December. It is responsible for implementing the policies adopted by the Council and for carrying on the business of the Society. The Executive Committee of the Senate meets quarterly. There are several other committees of the Senate with specific charges, such as the Committee on Qualifications, which evaluates institutions applying for chapters.

## The Secretary

The Senate appoints the Secretary who is CEO of the Society. The Secretary and the Associate Secretary are both officers of the Society. Other officers of the Society are a volunteer President and Vice President elected by the Council for a three-year term (functionally, the Chair and Vice Chair of the Board) and a Treasurer elected by the Senate. The Treasurer is a volunteer position concerned primarily with investment matters of the related entity, the Phi Beta Kappa Foundation.

## The Council

The legislative body, the Council, convenes every three years in a different city to transact the business of the Society, including the election of new officers and voting to charter new chapters. It is comprised of delegates from chapters and chartered associations, each of which can send at least one delegate to the council. The Council provides chapter and association officers with valuable opportunities for networking and training. The Council is also host to several Visiting Scholar lectures and presentations of some of its highest awards. The most recent Triennial Council was held in August 2024 in Baltimore. The next meeting will be held in August 2027 in the western part of the United States.

## FINANCIAL MATTERS

The annual consolidated budget for the Society and the affiliated Phi Beta Kappa Foundation is in excess of \$7 million.

In a typical year, approximately 73% of the income of the Society is from sustaining membership contributions and new member registration fees. Investment income from the endowment, along with publication sales and subscriptions, royalties, and other contributions provide additional revenue to the organization.

The Phi Beta Kappa Foundation owns the headquarters building located at 1606 New Hampshire Avenue, NW, in the Dupont Circle area of Washington, D.C. There is no mortgage, and the Society has no long-term debt.

At the end of July 2024, the Society and the Foundation had total assets, including the headquarters building, valued at \$47.5 million.





*Phi Beta Kappa National Office in Washington, DC*

## THE ROLE

### THE ASSOCIATE SECRETARY ACTS AS THE CHIEF OPERATING OFFICER OF THE PHI BETA KAPPA SOCIETY.

In this role, the Associate Secretary:

- Reports directly to the Secretary
- Provides general support of the work of the Secretary in advancing Phi Beta Kappa's mission
- Serves as the Society's Chief Operating Officer with responsibilities for human resources management, and financial and budgetary operation
- Serves as liaison to the Phi Beta Kappa Senate (the Society's board of directors)
- Oversees the general day-to-day operations of the national office, in collaboration with the Society staff of approximately 20
- Leads planning for the celebration of the Society's 250th anniversary
- Provides support for the Senate's Futures Task Force which is reviewing the requirements for election to membership
- Collaborates with and serves as a resource for the staff responsible for Society programs
- Provides strategic direction for a significant upgrade to the membership data base
- Coordinates fundraising with an external development consultant
- Serves as liaison to the board of the Phi Beta Kappa Foundation, the external investment consultant, the investment committee and investment managers
- Participates with the Secretary, program directors and others to develop and oversee the annual budget
- Collaborates with external accounting and tax firms
- Interacts with the Society's legal counsel, and other external contacts including vendors and bankers
- Manages member relations with member services support staff
- Participates in planning and convening the Society's Triennial Council, the meeting of the Society's legislative body
- Occasionally represents the Society at events, conferences and other outside efforts, with, or in lieu of, the Secretary
- Directly supervises staff with responsibility for information technology, member relations and membership records, communications and social media, and management and maintenance of the headquarters building.

# QUALIFICATIONS

The key qualifications and attributes of the successful candidate include:

- Advanced degree and Phi Beta Kappa membership preferred
- Significant background in management positions, with nonprofit organization experience preferred, such as with higher education institutions, foundations, membership associations or government agencies
- Demonstrated passion and commitment to Phi Beta Kappa's mission and ideals and to the liberal arts and sciences
- Clear evidence of the ability to supervise teams, and willingness to work collaboratively, in a collegial and diplomatic manner in a small-office environment, and to interact successfully with a wide range of individuals from diverse backgrounds
- Exceptional ability to problem-solve, with flexibility, creativity, imagination, tact and decisiveness, in collaboration with others
- Outstanding organizational ability, allowing for the successful development, execution, and timely completion of multiple projects concurrently, including those with multi-year timetables
- Clear capacity to attend to detail, prioritize projects, and achieve timely results, while maintaining an attitude of flexibility
- Knowledge of and interest in financial aspects of nonprofit management
- Knowledge of and interest in membership outreach
- Exceptional written and oral presentation skills
- Demonstrated commitment to advancing an organization's diversity, equity and inclusion goals
- Exceptional written and oral presentation skills.

A PART OF  
HISTORY

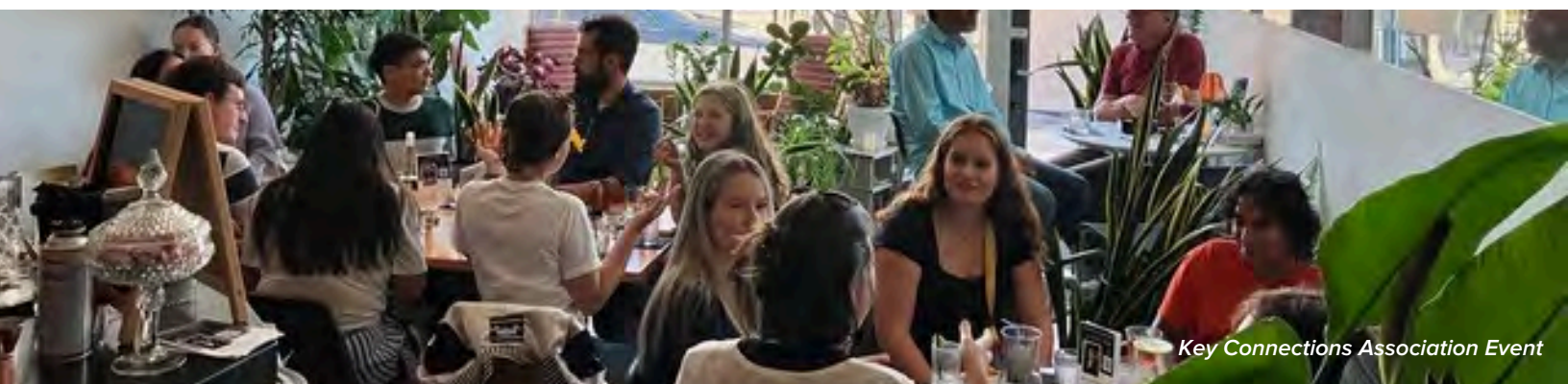


In 1776 at the College of William & Mary, Phi Beta Kappa began with the idea that our new nation required cultural institutions rooted in friendship, morality, and literature as a grounding force in turbulent times. The Greek letters Phi Beta Kappa stand for the initials of its motto:

**“Love of learning is the guide of life.”**

What started as a secret student debating society in the midst of the Revolutionary War became something very different over the course of the next two centuries. On campuses and in communities, the work of the Society today attests to the lifelong value of a liberal arts and sciences education that fosters scientific inquiry, liberty of conscience, critical thinking, and creative endeavor for all.

Reflective of its legacy as a cross-collegiate network of leading thinkers and doers, Phi Beta Kappa members include 17 U.S. presidents, 42 U.S. Supreme Court Justices, more than 150 Nobel Laureates, and thousands of noted scholars, artists, authors, scientists, business executives, civic leaders, actors, diplomats, and athletes.



Key Connections Association Event

## HOW TO APPLY

The position is open until filled but only applications received by Thursday, January 2, 2025, can be assured full consideration.

Phi Beta Kappa and Academic Search, which is assisting in this search, will keep all nominations, applications, and inquiries confidential. All applications must include a letter of interest, full resume/curriculum vitae and the names, addresses, telephone numbers, and email addresses of five professional references (who will not be contacted without permission).

Please submit all materials electronically to  
**[PBKAssociateSecretary@academicsearch.org](mailto:PBKAssociateSecretary@academicsearch.org)**

Confidential discussions about this opportunity may be arranged by contacting consultants Ann Die Hasselmo (**[Ann.Hasselmo@academicsearch.org](mailto:Ann.Hasselmo@academicsearch.org)**) and Chris Butler (**[Chris.Butler@academicsearch.org](mailto:Chris.Butler@academicsearch.org)**).

Further information about The Phi Beta Kappa Society is available at [www.pbk.org](http://www.pbk.org).





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