



**Position Title:** Director of Operations

**Reports To:** Executive Director

**Manages:** Membership Coordinator, Finance Coordinator

**Location:** Carmel, Indiana

Sigma Delta Tau has an immediate opening for our newly created Director of Operations. We need a strong professional who is responsible for ensuring effective procedures are in place to measure, report on, and manage the organization. They will work to ensure day-to-day operations run efficiently and effectively. We are looking for a leader who can develop their team and work with volunteers in partnership.

**In This Role, You Will:**

- Support Sigma Delta Tau internally and externally as leader and project manager of the Operations Team.
- Research, develop, recommend, and implement strategies, processes, and practices to ensure operational goals are continually met and/or exceeded.
- Manage technology needs and support for the organization.
- Provide event and program support and leadership including program planning, registration, and assessment.
- Serve as director supervisor to the Finance Coordinator and Membership Coordinator including identifying/developing talent in concert with organization objectives, including providing training/guidance/leadership, and building a culture of growth through feedback.
- Create and manage systems to ensure document retention, storage, and organization.
- Manage vendors and look for ways to streamline organization functions.
- Administer the organization's administrative processes—including contract development, finances, HR, and benefits functions—with an eye to continuously developing and improving systems.
- Execute and evaluate contracts.
- Manage the building and office operations of the Carmel, IN headquarters.
- Participate in and contribute to the broader industry through relevant associations, conferences, and engagement.
- Other duties as assigned.

**Who You Are:**

- Appreciative and understanding of the sorority experience and excited to support Sigma Delta Tau.
- A fixer who is not afraid to jump in and get to the root cause of a situation and make it right.
- Committed to removing barriers that prevent inclusion and belonging.
- Resourceful, with the ability to identify needs, take initiative, and engage partners to meet goals.
- Constantly seeking ways to improve upon past projects and grow professionally.
- Presents information concisely and accurately, with strong attention to detail.
- A self-starter, able to work independently.
- A team player who values and builds relationships with staff, volunteers, members, and partners.
- Able to execute high-quality projects, while maintaining a budget.
- Able to balance multiple projects at once.
- A servant leader motivated to exceed expectations with high ethical standards.

**What You will Need:**

- Bachelor's degree in a related field.
- Experience building and developing teams.
- Excellent project management skills.
- Expertise with event management.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Excellent organization and task/project prioritization skills.
- Interpersonal skills with ability to establish and maintain effective relationships.
- Willingness to work flexible hours, including evenings and weekends.
- Five+ years of professional experience in operations.

**Sound like you?**

Email a letter of interest and résumé to Melissa Kish, Executive Director ([mkish@sigmadeltatau.org](mailto:mkish@sigmadeltatau.org)).  
Résumé review will begin immediately.

**About Sigma Delta Tau**

[Sigma Delta Tau](#) is a National women's social sorority, founded in 1917 at Cornell University by seven Jewish women. The National Sorority has more than 65,000 members. SDT empowers each member to reach her fullest potential by enriching the experience of women with similar ideals, building lasting relationships, promoting civic responsibility, and fostering personal growth.