

Position Description - Executive Director of the North Carolina National Guard Association (“Association”)

The Executive Director has overall responsibility for the orderly and efficient administration and operation of the Association, and has primary responsibility for all legislative and public relation activities of the Association.

Salary Range: \$55,000 - \$91,387 (Based upon experience and qualifications.)

Duties and Responsibilities:

Supervises all Association personnel. Be an advisor for the recruitment, employment, and release of all personnel, both paid and volunteers.

Ensure that job descriptions are developed and revised, that regular performance evaluations are held at a minimum of annually, and that sound human resource practices are in place.

Serves at the discretion of the President and Executive Council in developing, implementing and adhering to policies-procedures endorsed by the Association.

Serves as the legislative representative with the NC General Assembly and the NC Congressional Delegation, as well as monitors and responds to National Guard related legislation on both the state and national level.

Serves as liaison with national organizations such as the National Guard Association of the United States, Enlisted Association National Guard of the United States, and the National Guard Executive Director’s Association; participates in annual conferences as required.

Serves as liaison for the Association with The Adjutant General’s Office and the Department of Public Safety.

Responsible for public relations of the Association as it relates to the mission and objective of the Association.

Responsible for overall fiscal well being of the Association to include management of the Association budget, coordination of the investments, payment of expenses, and the Association’s group life insurance program.

Supervises daily operations of the organization and acts as facilities manager for the headquarters building and grounds.

As secretary of the Association, responsible for ensuring comprehensive minutes are properly documented for all Association meetings to include Executive Council meetings, committee meetings and conventions; follow-up on all committee activities and requests.

Administer employees’ compensation and benefits program to include payroll and related taxes, pension plans and insurance plans.

Supervises planning and coordination for the annual convention and mid-year management conference.

Oversee the membership program, and ensure effective recruiting and retention of members.

Serves as primary purchasing agent with responsibility for implementing contracts as required.

Oversees production of the Tarheel Guardsman, the official publication of the Association.

Oversees administration of the Association's group life insurance program.

Additional duties as required.

Qualifications

The Executive Director will be thoroughly committed to the Association's mission, and have proven leadership, coaching, and relationship management experience. Experience and other qualifications include:

1. Undergraduate degree (graduate degree preferred). (May be waived based on experience.)
2. At least five years of senior management experience, preferably in the National Guard sector.
3. Track record of effectively leading a performance and outcomes-based organization and staff.
4. Ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.
5. Past success working with a Board of Directors or Executive Council with the ability to cultivate existing board member relationships.
6. Strong marketing, public relations, and fund raising experience with the ability to engage a wide range of stakeholders and cultures.
7. Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
8. Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
9. Ability to work effectively in collaboration with diverse groups of people.
10. Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
11. Prior military experience, or experience working with or for the military or a military association. The successful candidate will have a strong working knowledge of the customs and issues facing the National Guard in particular and the military in general.

Please email resume to info@ncnga.org . Deadline for receiving applications is 30 June 2018.