

Job Description Executive Director

Objective: To support the mission, implement the strategic initiatives and provide continuity across the Military Women in Need (MWIN) organization. To move MWIN to the next stage of growth while furthering the cause of women veterans.

The Executive Director will exemplify, instill trust, and demonstrate a passion for the MWIN mission to empower female veterans and their families to live their lives with independence and dignity; as well as act with respect and compassion for MWIN's stakeholders.

PRIMARY DUTIES AND RESPONSIBILITIES

Leadership and Management

- Implement current collaboratively developed strategy for sustainability.
- Work closely with the Executive Board, Committees, staff and volunteers to further the work of MWIN.
- Provide leadership and oversight of all staff functions and responsibilities, including preparation and maintenance of a systemic flow of task responsibilities. Responsible for recommendations to the President and Board regarding hiring, evaluation, and compensation of staff and contractors.
- Ensure the confidentiality and safekeeping of all nonprofit's records.
- In conjunction with the Treasurer, Executive Board or committees, develop and administer budget(s).
- Within guidelines established by Executive Board, maintain vendor relations, select additional vendors and negotiate contracts for services and materials as necessary to support the activities of the nonprofit.
- Develop and maintain relationships with other nonprofits in the local area, state and the nation.
- Be Present and Visible: Represent MWIN at gatherings, meetings, conferences, and networking events as you prioritize in collaboration with leadership.

Development

- In conjunction with leadership, direct the development and implementation of campaigns. Help establish and create campaign strategy, timelines, communications, and events, as well as follow up.
- In conjunction with the President and Board, direct the development and execution of donor stewardship (major gifts) in which donors receive invitations for involvement and communications that are unrelated to fundraising. Establish donor relationships through personal interaction, especially large donors.
- Oversee the staff and volunteers creating and executing events and fundraising campaigns.

- Oversee the staff involved in planning and executing all business sponsorship and community outreach campaigns and activities.

Communication

- Direct the development of communications intended for MWIN constituents, including but not limited to donor recognition, annual report, website, electronic newsletter, social media, media relations, and other communication vehicles as appropriate to further the mission of the organization.
- Maintain clear and open lines of communication between the MWIN Board, staff, leadership, administration, principals and key stakeholders and the community.

Events

- Work with President, staff and volunteers to ensure the success of networking and other events. Leverage events for furthering partnerships and donor stewardship. Review results and make recommendations for continued growth and coordination between events.

Hard Skills

- Donor database functional and strategic understanding
- Microsoft Office/ Excel/ Word/ Powerpoint proficiency
- Quick Books accounting software functional and strategic understanding

Soft Skills

- Passionate about empowering and supporting women veterans
- A “connector” and “collector” of people
- Articulate
- Excellent writing skills
- Organized
- Well spoken
- Skilled/seasoned Manager
- Enthusiastic about professional development
- Comfortable with “asking” for gifts, time and resources

Qualifications

- 7+ years’ experience in nonprofits or with social entrepreneur business
- 10+ years in management roles
- B.A., graduate degree is greatly valued.
- Professional training coursework in fundraising, nonprofit management and Human Resources
- Veteran Military background valued
- Specific examples of:
 - Development and implementation of strategies that took an organization to the next stage of growth
 - Commitment to quality programs and data-driven program evaluation
 - Success building and activating a Board of Directors
 - Action-oriented, entrepreneurial, adaptable, collaborative and innovative approach to business planning

Compensation

- **\$70-75k + Benefits**

Cover Letters & Resumes may be sent to: msosa@militarywomeninneed.org