

## **Director, Air Force Affairs**

Immediate Vacancy Closing Date: January 4, 2012

Chartered by Congress and in existence since 1922, the Reserve Officers Association (ROA) maintains unique expertise on issues that affect the 1.5 million men and women in America's Reserve Components. ROA, a 60,000-member, professional association for all uniformed services of the United States is seeking a motivated professional for an immediate part-time National Staff opening that will serve on the Legislative and Military Policy Team as Director, Air Force Affairs.

## Basic Qualifications:

- Bachelor's degree required; advanced degree desirable but not mandatory.
- Extensive knowledge of Reserve components structure, trends and issues.
- Excellent human relations, customer service and diplomacy skills.
- Excellent written and oral communication and presentation and public speaking skills.
- Ability to think strategically, analyze critically, and act judiciously.
- Proven success in forging and sustaining professional relationships.
- Familiar with association operations and programs.

## Basic functions:

- To establish and maintain liaison between ROA, DoD, the Air Force Reserve, ROA Air Force service section and appropriate members and committees of Congress on Air Force Reserve matters.
- Review programs and proposals and analyze the probable effect on the AF Reserve.
- Provide advice and counsel to the ROA Executive Director, National President, Service Section Vice President, and Executive Committee on AF Reserve matters.
- Analyze and evaluate the Congressional Record if the Air Force Reserve is impacted and propose recommended courses of action.
- Serve as focal point to ROA members on AF Reserve matters.
- Draft a budget to support ROA and AF section objectives.
- Write editorial column for The Officer magazine & prepare material for publication in various ROA communication venues.
- Provide AF Reserve input to the ROA Annual Report.
- Assist in planning programs and conduct at the ROA National Convention, annual National Security Symposium, and other special events.
- Attend and/or speak at Department & Chapter meetings, if requested/available.
- Serve on cross-functional teams, as needed and if available.

Position reports to the Executive Director. Qualified candidates should send a cover letter and resume to Lani Burnett at <a href="mailto:lburnett@roa.org">lburnett@roa.org</a> no later than the published deadline.