An Invitation to Apply for the Position of:

EXECUTIVE DIRECTOR
RESERVE OFFICER ASSOCIATION
Washington, DC

Background

The Reserve Officers Association of the United States was founded in 1922, and chartered by Congress in 1950, with the mission to "...support and promote the development and execution of a military policy for the United States that will provide adequate national security."

ROA represents the reserve components of the seven United States uniformed services. ROA pursues its advocacy mission by educating the public and their elected representatives in Congress, to influence legislation and help shape the military policy that underpins our national defense. ROA seeks to provide helpful information to members and committees of Congress, as well as, officials of the Executive Branch, especially within the Department of Defense.

The ROA Executive Committee seeks a seasoned leader with an understanding of the current defense policy arena, especially as it applies to the armed forces reserve components, to serve as the Association's next Executive Director. Position description attached.

Qualifications and Experience:

- Executive senior level reserve military experience, flag level preferred
- Knowledge and understanding of current defense policy issues
- Budgeting, financial management, and revenue generation experience
- Policy development and execution
- Familiarity with the federal legislative process
- Fundraising and development

Personal Characteristics:

- High moral character and impeccable reputation
- Dedication to ROA's core principles
- Excellent communication skills, both spoken and written

Contract Term and Compensation:

- Desired term of employment is four years
- Compensation is competitive and based on qualifications and experience

To Apply:

Applications should include resume, references and cover letter explaining why applicant wants this position and how applicant's qualifications and experience meets the position description criteria. Deadline for applications is September 15, 2009, 5 pm Central Time. Applications, nominations, and inquiries should be submitted in confidence via e-mail to:

Search Committee Chairman, roaedsearch@gmail.com

Attachment:

ROA POSITION DESCRIPTION

Title: Executive Director

Classification: Exempt

Date: August 6, 2009

Basic Function

Per ROA Constitution and Bylaws, dated 7 Sep 07:

Article B-3, Section 5: The National Executive Director shall be the chief administrative officer of the Association, charged with implementation of the mandates and policies adopted by the National Convention, National Council and the National Executive Committee. Subject to the policy direction by the national president and budgetary and fiscal controls and fiscal report formats adopted by the National Executive Committee, he shall manage National Headquarters; supervise administration of all non-trust assets of the Association; cause regular accounts to be made of all assets of the Association; execute authorized contracts; employ, supervise and terminate administrative personnel; keep a record of all proceedings and matters essential to administration of National Headquarters and the Association; submit an annual progress report ("Annual Report") as of 31 December each year and perform such duties as are usually incident to the office, as may be provided in the national constitution or in the bylaws adopted thereunder or as may be directed by the National Convention, the National Council, the National Executive Committee or the national president. He shall furnish a surety bond in an amount fixed by the National Executive Committee.

Article B-6, Section 2: The national executive director shall be appointed by the National Executive Committee.

Reports to: ROA Executive Committee

Supervises:

- Deputy Executive Director
- Director, Legislative and Military Policy
- Director, Member Services
- Director, Resource Development
- Director, Strategic Communications
- Director, Strategic Defense Education
- Director, Industry Affairs & Business Relations

Qualifications:

- Seasoned "executive" with a detailed knowledge of defense programs and issues.

- Private sector or association experience to include, revenue development, budgeting and cost containment, planning and project administration.
- Energetic, forward-thinking and creative with high ethical standards and appropriate professional image.
- Strategic visionary with strong operational focus.
- Team player, who is politically savvy, has an entrepreneurial drive, and ability to deliver in a fast-paced environment.
- Familiarity with association operations and programs
- Knowledge of trends and issues currently affecting reserve components
- Proven success in forging and sustaining complex business relationships.
- Completion of a senior service college preferred.
- Must hold a federal commission in a uniformed component.
- Successful completion of a full military Reserve career. Flag level preferred.

Competencies:

- Analytical - synthesizes complex or diverse information; has the ability to read, analyze, and interpret the most complex documents.
- Communication - able to effectively represent ROA in public forums, make effective and persuasive presentations on controversial or complex topics, and publish clear explanations of complex policy and procedural issues that are useful to both internal and external audiences.
- Delegation - delegates work assignments, gives authority to work independently, sets expectations and monitors delegated activities.
- Judgment - exhibits sound and accurate judgment, and makes timely decisions.
- Leadership - Inspires and motivates others to perform well and accepts feedback from others.
- Management skills - includes staff in planning, decision-making, facilitating and process improvement; makes self available to staff; provides regular performance feedback; and develops subordinates' skills and encourages growth.
- Planning/Organizing – well organized and self-directed, ability to develop and execute strong plans, manage projects of varying sizes and implement appropriate policies/practices.
- Problem solving - decisive and possesses a "big picture" perspective, identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Quality management - looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.

General Responsibilities:

- Serves as chief legislative spokesperson, interacting with Congress and the Executive Branch, and serves as the Association's chief administrative officer.
- Key philanthropic fund raiser for ROA – assisting as required, in raising additional capital at appropriate valuations to enable the Association to meet objectives.
- Administers activities directed toward implementing the mandates of the Association.
- Provides leadership and management to ensure that the mission and core values of the company are put into practice.
- Spearheads the development, communication and implementation of effective growth strategies and processes.

- Plan, develop, organize, implement, direct and evaluate the organization's fiscal function and performance.
- Evaluate and advise on the impact of long range planning, introduction of new programs/strategies and regulatory action.
- Enhance and/or develop, implement and enforce policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the Association.
- Develop and administer policies and procedures that promote organizational objectives.
- Manage the implementation of action plans to achieve Association goals.
- Establishes credibility throughout the organization and with the EXCOM as an effective developer of solutions to business challenges.
- Motivates, leads, and continually refines a high-performance management team.
- Assign cross-functional teams to enhance efforts in achieving Association goals.
- Provide strategic financial input and leadership on decision making issues affecting the organization; i.e., balancing the budget in a sustainable way by combining reduced expense and increased revenue, evaluation of potential alliances and pension funds and investments.
- Maintains principal directorial or policy responsibility over national conferences.
- Exercises the major policy direction of The Officer magazine and ROA website.