

Position Title: USAWOA National Executive Director

Salary: \$60,000

Position Location:

United States Army Warrant Officers Association (USAWOA)

462 Herndon Pkwy, Suite 207, Herndon, VA 20170-5235

Employment Type: Full Time

Description

The National Executive Director is the full-time administrative director of the association and its national headquarters staff. The primary duty is to perform day-to-day conduct of all official business of the association, on behalf of the elected national leadership of the USAWOA.

The incumbent is the USAWOA's principal point of contact with representatives of the Department of the Army, Department of Defense (DoD), United States House of Representatives, the United States Senate, and the White House.

The incumbent is the USAWOA's principal point of contact with the senior Warrant Officer leaders in all three Army components, and by extension with the members of the Army Senior Warrant Officer Council (ASWOC), and other senior Warrant Officer bodies.

The incumbent will represent the USAWOA in all functions of The Military Coalition (TMC), a consortium of more than 30 military/Veterans service organizations (MSOs and VSOs), collectively representing more than 5.5 million service members, Veterans, survivors and their families.

The incumbent will serve as senior editor of the USAWOA *Newsliner*, the monthly magazine of the USAWOA, and is solely responsible for all aspects of its monthly production and publication.

Major Duties:

- Create/update all official correspondence on behalf of the USAWOA, such as membership letters and emails, fundraising materials, and letters to Congress and other government officials.
- Preparing annual USAWOA focus areas and developing legislative objectives and strategies; and write, staff, and publish USAWOA's annual Legislative Resolutions document.
- Attend all monthly general session meetings of TMC and separately, all meetings conducted by TMC committees on which USAWOA sits.
- Attend pertinent meetings, press conferences, "hill-storming" events, bill signings, and other events on Capitol Hill, on behalf of both USAWOA and TMC.
- Serve as member – ex-officio and otherwise – of all national-level committees of the USAWOA, such as meetings of the board of directors (BOD), executive committee (EXCOM), finance committee, and annual meetings of the members (AMMs).
- Plan, gather, edit, and coordinate production and publication of all content for the USAWOA *Newsliner* magazine, on a monthly basis. Write at least one article per month for publication therein.

- Develop, coordinate, and maintain all corporate partnerships, other financial relationships, and fundraising activities on behalf of the USAWOA.

KNOWLEDGE REQUIRED

Position requires a Bachelor's degree in a related field or a combination of education and related experience, such as relevant experience in Government Affairs and demonstrably strong management/leadership skills. The following are also highly desired in a successful incumbent:

- Familiarity with the Department of the Army staff organization, and the structure of Capitol Hill offices including experience in the political/legislative process
- Previous Department of the Army staff experience
- Familiarity with the structure and functional missions of the ASWOC and other senior Warrant Officer leadership bodies
- Previous experience as a Regional and/or Chapter leader in the USAWOA
- Excellent oral and written communication skills and a flexible, collaborative, and congenial work style
- Ability to work and write independently
- Experience in autonomously managing multiple efforts and achieving stated goals and requirements
- Knowledge and skill in applying analytical and evaluative methods and techniques to complex projects
- Ability to use interpersonal techniques to meet and deal effectively with others at all levels of authority
- A good understanding of U.S. Army Warrant Officer history

COMPLEXITY

The incumbent will be involved in every facet of running the day-to-day operations of a national MSO, and driving its overall mission and the successful achievement of its organizational goals. This will be accomplished with a relatively small staff, compared to other peer organizations. Success will be achieved with hard work, extraordinary multitasking abilities, and a true sense of servant leadership.

TRAVEL (10-15%)

Work is performed primarily in an office setting, with most travel occurring within a 50-mile radius of USAWOA National Headquarters. However, the incumbent is expected to travel to USAWOA annual meetings, and when feasible to official Warrant Officer seminars and meetings, USAWOA Chapter and Region events, and graduations from Warrant Officer-producing schools.