

Young Marines Alumni Association Executive Director

Reporting to the Young Marines, Inc. CEO, the Executive Director will have overall strategic and operational responsibility for the Young Marines Alumni Association staff, programs, expansion, and execution of its mission. He or she will initially develop deep knowledge of field, core programs, operations, and business plans.

Responsibilities

Leadership & Management:

- Ensure ongoing program excellence and evaluation, consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Actively engage and energize Young Marines Alumni Association advisory council, volunteers, event committees, members, partnering organizations, and donors.
- Develop, maintain, and support a strong advisory council; serve as ex-officio of each committee; seek and build council involvement with strategic direction for both ongoing operations as well as national initiatives.
- Hire, lead, coach, develop, and retain Young Marines Alumni Association staff and interns.
- Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, members, donors, and other constituents.

Fundraising & Communications:

- Expand revenue generating and fundraising activities to support existing program operations and expansion.
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
- Use external presence and relationships to garner new opportunities.

Planning & New Business:

- Develop, review and periodically update the strategic business plan to ensure efficiency and continued growth.
- Build partnerships and relationships with members, donors, other organizations, and supporters of the Alumni Association mission.
- Develop and maintain a national presence that publishes and communicates program results with an emphasis on the successes of the Young Marines youth organization.

Qualifications

The Executive Director will be thoroughly committed to the alumni and youth organization mission. All candidates should have proven leadership, coaching, and relationship management experience.

Preferred requirements include:

- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Degree in business or public administration preferred
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures preferred
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

Contract Position: Selected applicant will be offered a Time and Material Contract for 1 year, plus extension option year(s). Hourly rates will be paid monthly, material expenses subject to purchase or reimbursement on approval. Travel expenses (travel, lodging, and meals) will be covered. Travel at a minimum consisting of 4 quarterly Young Marines Board of Director meetings and 2 YMAA Advisory Board meetings. Other travel as approved.