



EMPLOYMENT ANNOUNCEMENT:

President, Women in Military Service for America Memorial Foundation

The Women In Military Service For America Memorial, at the Ceremonial Entrance to Arlington National Cemetery, is the only major national memorial honoring all women who have defended America throughout history. Visitors to the Women's Memorial experience the collective history of women in the military, along with the individual stories of registered servicewomen. The Women's Memorial mission is to:

- recognize all women who have served in or with the United States Armed Forces – past, present and future;
- document the experiences of these women and tell their stories of service, sacrifice and achievement;
- make their contributions a visible part of our history;
- illustrate their contribution, equal to that of men, in defense of our nation; and
- serve as inspiration for others.

The Women's Memorial was dedicated on October 18, 1997, and is endorsed by the Departments of Defense, Transportation, Veterans Affairs and Interior. The Women In Military Service For America Memorial Foundation (the Foundation) is a 501(c)(3) non-profit, charitable organization that depends on the donations of individuals, corporations, organizations, and state and local governments to fulfill its mission. The Foundation has recently completed its transition from a founder-led organization and is now looking for a President to strengthen the Foundation's future and ensure an even broader audience recognizes the past and continuing service of military women.

More information about the Foundation can be found at <https://www.womensmemorial.org/memorial/mission>.

About the Opportunity:

The Foundation is seeking a mission-focused individual who is a strategic thinker, a bridge-builder, and a proven leader to lead the next chapter of the organization. The President will serve as an Executive Director and will partner with the Board of Directors and staff to develop a strategic vision, build and maintain enduring relationships, and extend the visibility and impact of the Memorial Foundation.

General Responsibilities:

- 1) Strategic Thinking and Vision Setting
 - a. Working with the Board of Directors, develop strategies and plans to fulfill the mission of the Foundation and ensure its future viability.
 - b. Communicate effectively with the Board of Directors to ensure its proper function and to leverage maximum Board participation.
- 2) Organizational Leadership and Accountability
 - a. Effectively oversee and manage the Foundation's programs consistent with the organization's mission and 501(c)3 status.
 - b. Provide sound fiscal management, to include proposing an annual budget, operating efficiently within the approved budget, and submitting accurate reports and statements to the Board.

- c. Hire and retain competent, qualified staff in order to deliver on Foundation goals and in accordance with procedures established in the Foundation by-laws.
 - d. Identify and implement organizational and process improvements in consultation with the Board of Directors.
- 3) Relationship Building and Revenue Generation
- a. Build the Foundation brand by being active and visible in the community and working closely with other professional, civic, public and private organizations.
 - b. Cultivate regional and national supporters, working closely with the Board of Directors to expand the Foundation's footprint.
 - c. Grow a sustainable, diversified funding base that will allow the Foundation to maintain and expand its programs and outreach.

Required Qualifications:

- 1) A Bachelor's degree
- 2) Senior-level (officer or enlisted) military service and registration as a member of the Memorial
- 3) Proven transparent, honorable and effective leadership, to include strategic planning, program management and delegation
- 4) Demonstrated ability to motivate staff and volunteers as well as collaborate with board members and partners
- 5) Demonstrated budget management skills, to include budget preparation, analysis and reporting
- 6) Strong interpersonal and public speaking skills

Highly Preferred Qualifications:

- 1) Five or more years of successful nonprofit management experience
- 2) Proven success in nonprofit fundraising strategies and donor relations
- 3) Knowledge of, and interest in, the preservation and promotion of the history of women's military service

Other Requirements:

- 1) Duties will include significant local and national travel for public speaking and fundraising activities.
- 2) Flexible schedule with reasonable notice given as events and activities may be held on nights, weekends or holidays significant to veteran populations.

Compensation and Benefits:

Base salary will be commensurate with experience and other qualifications, and competitive within the Washington DC metropolitan area. Additional compensation will be available as an annual performance bonus. The Foundation offers a generous benefits package that includes medical insurance, 401(k) retirement plan, flexible work hours, federal holidays, and paid time off. No relocation benefits available.

To apply for this position, please send a resume and a substantive cover letter to corpdev@womensmemorial.org Subject Line: President.

The Foundation is an Equal Opportunity Employer.