



National Guard Association of Massachusetts

Executive Director Position Description



The National Guard Association of Massachusetts (NGAMA) Executive Director is expected to work remotely, in support of and at the direction of the President and the Executive Committee. Under the direction of the President and the Executive Committee, the Executive Director is responsible for assisting with the daily management of the National Guard Association of Massachusetts. This includes ensuring the orderly and efficient administration and operation of the Association, assisting with the overall financial status of the Association, the primary responsibility of all legislative and public relations activities of the Association, and the oversight of the management of Association's State Sponsored Life Insurance program.

Duties and Responsibilities:

Serves as the primary legislative representative of the Association with the Massachusetts State Legislature and the Massachusetts Congressional Delegation. Assists the Legislative Committee in development of the Association's annual legislative agenda and monitors both state and national legislation for National Guard related bills and hearings. Coordinates with The Adjutant General's Office to align legislative priorities.

Provides guidance to the Executive Committee and Membership Chair on legislative initiatives deemed important to the Association. Attends necessary Capitol Hill functions in both Boston and Washington that require Association participation.

Serves as a liaison with national organizations such as the National Guard Association of the United States, Enlisted Association of the National Guard of the United States, the Adjutants General Association of the United States, and the National Guard Executive Directors Association. Participates in annual conferences and other events as required by the Executive Committee.

Serves as a liaison to The Adjutant General's Military Division. Ensures alignment with State Military Division legislative goals and objectives.

Advises the Executive Committee on membership and sponsorships and ensures communication regarding these areas are part of the monthly Executive Director's Report.

Develops, implements, and adheres to policies and procedures endorsed by the Association at the direction of the President and the Executive Committee.

Responsible for public relations of the Association as it relates to the mission and objectives of the Association. This includes, but is not limited to, the management of the Association website, social media, press releases, and public relations strategy. Ensures the Association website meets all government security requirements to ensure members can access the website during the duty day.

Responsible for overseeing the fiscal stability of the Association and, in coordination with the President and the Executive Committee, managing the Association budget; coordinating all accounts, investments, and timely payment of expenses; and managing Association's group life insurance program. At the direction of the Executive Committee, the Executive Director will be the primary person responsible for the development and management of the corporate sponsorship program. This program contributes to the revenue required to fund the State National

Guard Conferences and National Guard of the United States Conferences, when applicable.

Partners with the Association's 501(c) (3) Non-Profit Organization Board of Directors. In coordination with the Executive Committee, ensures all accounting functions, including auditing; budgeting; financial analysis; capital asset; property management; and payroll are in accordance with generally accepted accounting principles, Board of Directors policies and procedures, and all other applicable laws, rules and guidelines. In concert with the President, provides oversight of the Association resources and budget guidelines according to Association By-Laws and regulations. Ensures staff compliance with acceptable accounting procedures. Ensures the Treasurer has the most up-to-date financial information as needed so the Treasurer can compile reports and assists the Treasurer in the reporting process.

Responsible for any contract management, including negotiating agreement terms that reflect the needs of the Association. Coordinates with the Executive Committee and legal advisors to finalize agreement terms. Monitors the progress of agreements and maintains agreement documentation to ensure fulfillment of agreement terms, including the receipt and expenditure of funds.

Assists the Association Secretary with ensuring official records of the Association are maintained, cataloged, and archived; such as the Association Articles of Incorporation, By-Laws, operating procedures, financial documents, meeting minutes, committee reports, and other documents and reports as required by the Executive Committee.

Develop and maintain the Executive Director's electronic continuity files to ensure all applicable current and historical documents are archived online and accessible by the Executive Committee. For example, an online document repository such as drive.google.com with applicable folders for all significant functional areas. The Executive Committee would also be able to upload/update their respective documents on the online repository.

In conjunction with the Executive Committee, develops and implements a Strategic Plan for the improvement of the Association. Assists in the development of current and long-term organizational goals and objectives as well as policies and procedures, and the vision for Association operations. Establishes execution plans to achieve goals set by the Executive Committee. Implements policies and procedures under the direction of the President and the Executive Committee.

Provides guidance for the planning and coordination of the State annual conference and all other Association events as directed by the Executive Committee.

Partners with the Membership Chair on how to develop the Association membership program and ensures effective recruiting and retention of members. Leverages insight from other State Executive Directors and the National Guard Executive Directors Association.

Advises the Executive Committee on appropriate parliamentary procedure during the conduct of meetings.

Additional duties as required by the President of the Association.

Schedule and Compensation:

This is a part-time position and is paid with an annual stipend. This position also has a corporate sponsorship incentive program. Stipend salary is commensurate with experience. Authorized travel and/or reimbursable expenses as applicable.

Desired Experience and Qualifications:

Bachelor's Degree and at least ten years of senior management experience in the private, government or non-profit sector, or equivalent military experience.

The successful candidate will have a strong working knowledge of the mission and activities of the United States Army, Air Force, Army National Guard, and Air National Guard and their relationship with respective military and government departments and agencies, and to the Legislative and Executive branches of the Federal and State

government. Extensive knowledge of the legislative process at the state and national level to include lobbying and grassroots efforts is necessary.

Demonstrated legislative experience and skill in communicating an organization's mission, policies and operations to Congress, legislative bodies, government agencies, the media, military and veteran organizations, and other interested parties, and building an effective program of ongoing interface with organizational membership.

Demonstration of effectively leading and budgeting for a performance and outcomes-based organization and staff.

Past demonstrated experience successfully working with a Board of Directors or similar type organization.

Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders.

Strong written and verbal communications skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.

Able to execute objectives and priorities and implement plans consistent with the long-term interests of the Association in a dynamic environment. Capitalizes on opportunities and manages risk.

Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish goals. Serves as continuity and mentor to President and Executive Committee.

Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for actions. Complies with established control systems and rules.

Proven success in formulating and implementing strategic, organizational, administrative, financial, information technology, performance, and accountability plans for an organization.

Must be a U.S. Citizen, hold and maintain a valid driver's license, and have the ability to travel frequently, to regularly walk, sit, stand, speak, hear, and lift at least 30 pounds.

Please email resume and cover letter describing how these qualifications are met to:

NGAMA.SearchCommittee@gmail.com