

## POSITION DESCRIPTION

<b>TITLE:</b>	President and Chief Executive Officer
<b>BUSINESS UNIT:</b>	Military Officers Association of America (MOAA)
<b>DEPARTMENT:</b>	Executive Office
<b>LOCATION:</b>	Alexandria, Virginia
<b>SUPERVISOR:</b>	MOAA Board of Directors
<b>CLASSIFICATION:</b>	Exempt
<b>Date Modified:</b>	April 26, 2022

### MILITARY OFFICERS ASSOCIATION OF AMERICA OVERVIEW

MOAA is a nonprofit, nonpartisan Association of officers from America's uniformed military services and the Commissioned Corps of the U.S. Public Health Service and the National Oceanographic and Atmospheric Administration. The 354,000 MOAA members are active duty, retired, former, and National Guard and Reserve officers, and surviving spouses, supporting all ranks and branches who serve or have served, as well as family members.

MOAA advocates with Congress, the Department of Defense, the Veterans Administration, and other departments to preserve and protect commitments made on behalf of a grateful nation to those who have served and continue to serve our country, fulfilling MOAA's promise to "Never Stop Serving."

**Vision:** Be recognized and respected as the foremost organization advocating on behalf of the uniformed services community and its family members.

**Mission:** To preserve and protect earned benefits for our uniformed services, veterans, their families, and surviving spouses through advocacy, leadership, education, and service.

### GENERAL SUMMARY/OBJECTIVE

The Military Officers Association of America seeks a President and Chief Executive Officer (CEO) to be its visionary leader skilled in driving organizational and business success and empowering a high performing staff. The President and CEO has overall

management responsibility for an organization with a \$30 million annual budget and 85 employees.

The President and Chief Executive Officer is responsible for providing strategic and operational leadership of the Association by working with the Board of Directors and the professional MOAA staff. The President and CEO establishes short and long-range goals, strategies, plans and policies that enable the Association to effectively influence legislation and government policies affecting the military and veteran communities.

Combining inspirational leadership and sophisticated management abilities, the President and CEO will advance the organization in terms of staff and technological capabilities, processes, financial viability, impact, and culture. This includes developing relationships with a broad range of key constituent groups to enhance MOAA's image and impact with its members, federal government Executive and Legislative branch officials, and other key audiences. Working closely with the organization's executive team, the President and CEO will inspire innovation and ensure the organization is resourced to advance its mission.

The President and CEO reports directly to the MOAA Board of Directors.

This full-time permanent position becomes available January 4, 2023.

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Provide strategic Leadership and Organizational Management that motivates the 85-person MOAA staff. Oversee overall daily operations, program development and delivery, advocacy and government relations, growing membership, member services, generating revenue, fundraising, marketing, and stewardship of financial, human, information, and infrastructure resources.
2. Provide oversight, management, and fundraising of MOAA's two subsidiary organizations: The MOAA Foundation and the MOAA Scholarship Fund.
3. Directly lead the legislative and advocacy objectives with the Congress, the Department of Defense, the Veterans Administration, and other cabinet offices.
4. Maintain effective working relationships with the leaders of MOAA's council and chapter affiliates and promote support for MOAA's national objectives through the nationwide affiliate structure.
5. Provide thoughtful and visionary executive leadership that is inclusive, transparent, and empowering in a manner that supports and guides the organization's mission. Continually foster a culture that encourages collaboration between departments, promotes staff professional development, and recognizes and rewards positive contributions.
6. Inspire a business-oriented, professional, results-driven environment across the organization.

7. Work collaboratively with the Board of Directors in implementing and improving the 5-year strategic plan.
8. Work closely and openly with the Board of Directors and its committees, ensuring ongoing communication of risks and issues, as well as successes. Present strategic options and plans for organizational success, and gain Board support and approval.
9. Serve as an ex-officio member of the MOAA Scholarship Fund and The MOAA Foundation Boards of Directors, the MOAA Board of Director's Executive Committee, and all standing Board committees.
10. Enhance and promote the reputation and image of MOAA, and act as the chief spokesperson for the Association.
11. The duties and responsibilities of this position require travel to further effective relationships with MOAA's council and chapter affiliates, advance MOAA's advocacy priorities, and represent MOAA before internal and external audiences.
12. Report on the state of the Association at each annual meeting of the membership.

#### **QUALIFICATIONS:**

Candidates may emerge from military/uniformed services, government, industry, nonprofit, or foundation backgrounds and should possess the following Required and Desired qualifications:

##### **Required:**

1. Proven experience as a senior military/uniformed service officer, CEO, or Executive Director; or in a related position at a nonprofit, foundation, government, or industry organization.
2. Proven visionary strategic leadership across the range of business functions and systems, including strategic planning, strategic communications and information systems, budgeting, and human resources.
3. Excellent written, oral, and public speaking skills; a persuasive and passionate communicator with strong interpersonal and multidisciplinary project skills.
4. At time of application for this position, be a Member of the Military Officer Association of America.

##### **Desired:**

1. A retired Flag or General Officer of the uniformed services.
2. Knowledge of national defense policies and compensation entitlements/benefits involving and impacting military and uniformed personnel, veterans, military families, and survivors.

3. Senior level experience in legislative affairs and military personnel policy.
4. Proven experience working with and leading a nonprofit Board, and leading fundraising and attracting membership.
5. Experience and success motivating, recruiting, developing, retaining, and mentoring high performance, mission-driven, results-oriented diverse teams/employees.

### **COMPENSATION:**

This career opportunity offers a strong starting base salary, a full benefits package (including annual performance based bonus), and a collaborative atmosphere that is both positive and rewarding. Starting compensation includes: a competitive salary dependent on experience and demonstrated performance, plus full benefits package that includes health and dental, life insurance, 401K and 457B retirement plans, 4-weeks annual vacation.

### **HOW TO APPLY:**

Email cover letter, resume, biography, and letters from three references by July 1, 2022, to [resume@moaa.org](mailto:resume@moaa.org). Specify "MOAA President Search Committee" in the email subject line. For further information, contact MOAA's Human Resources Director, (800) 234-6622, ext. 531. This is an exempt, full-time position.

The Military Officers Association of America is an Equal Opportunity Employer and encourages diversity and equity in all facets of the organization's work. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any other protected class.

### **DISCLAIMER:**

This position description reflects the general nature and level of work performed by this employee. It is not a comprehensive listing of all duties, responsibilities, and qualifications required of the employee assigned to this position. This document describes the position currently available. It is not an employment contract. MOAA reserves the right to modify job duties or job descriptions at any time.

Approved by CEO Search Committee: April 26, 2022