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**Job Opening: Executive Director  
Full-Time, Permanent Position**

**Job Title:** Executive Director

**Location:** San Antonio, TX

**Title of Supervisor:** Board of Directors

**Industry:** Military not-for-profit organization (IRS Code 501c3)

**Type of Employment:** Full-time, salaried

**FLSA Status:** Exempt

**Green Beret Foundation Mission**

The Green Beret Foundation provides unconventional resources to facilitate the special needs of our wounded, ill, and injured and imparts unique support to the Special Forces community in order to strengthen readiness and uphold Green Beret traditions and values

**Executive Director - Role and Qualifications**

Reporting to the Board of Directors, the Executive Director serves as the organization's chief executive and provides leadership across all functions of the foundation. This role is responsible for strategic planning and operational excellence, as well as promoting and advancing the organization's standing within the nonprofit and Special Forces communities. The executive director ensures that the Green Beret Foundation is effective in the accomplishment of our mission, efficient in our use of resources, compliant in conduct, and valued in our relationships.

A fully qualified candidate should possess the following attributes:

**Education**

- Bachelor's degree required
- Strong preference for a master's in business or related field

**Experience**

- Senior Management Experience - strong record of organizational/executive leadership
- Experience in change management - growing/transforming an organization
- Demonstrated financial planning, forecasting, and budget management
- Strategic Relationship Building - successful collaborations in both formal and informal partnerships



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- Experience with sales and or fundraising preferred
- Proven Business Development experience with focus on growth planning and expansion into new markets
- Proven ability to drive strategy, set and meet established targets, and manage programs
- Public speaking, presenting, and briefing on behalf of an organization
- Minimum of five years of leadership experience preferred in a comparable management role

### **Critical Skills and Abilities**

- Servant leadership. Must lead with humility, commitment, and candor
- Positive attitude and mission driven
- Excellent writer. Must be able to communicate complex ideas with clarity and concision.
- Confident speaker. Must be able to represent GBF at the highest levels.
- Judgement and integrity. Must be able to make difficult decisions with character.
- Curiosity and creativity. Must find new and innovative solutions to challenges.
- Patience and empathy. Must be able to listen and take others' perspectives.

### **Key Differentiators**

- Military leadership experience, especially within the Special Forces community
- Education at all pertinent venues relating to the Foundation in order to build awareness of the Foundation's programs and the Special Forces Community as a whole (i.e. Special Forces Command, FRGs, USSOCOM CC, private sector etc.).
- Demonstrated business and/or nonprofit leadership experience
- Track record of supporting or working with the Green Beret Foundation or other veterans organizations
- Positive relationships with key leadership within the nonprofit or special operations community
- Up to 50% Required travel as deemed appropriate to meet the mission of the organization.
- Strong marketing, public relations, and fundraising experience with ability to engage a wide range of stakeholders

### **Executive Director - Primary Responsibilities**

#### **Organizational Design and Development**

In conjunction with the Board of Directors casts a vision and establishes goals consistent with organization's mission and potential

- Craft a clear vision statement for organizational growth and development
- Create 3-year strategy and associated milestones
- Set consistent and relentless benchmarks
- Develop and execute operational plan, media kit, and marketing plan
- Develop metrics for organization
- Guide entire staff to meet annual objectives and goals.
- Effectively use the staffs structure to execute the strategy
- Define programs, their goals, how they function and fit together



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- Optimally utilize volunteers to assist in mission accomplishment

### **Leadership**

Responsible for leading in a manner that supports and guides the organization's mission as it is defined by the Board of Directors.

- Provides clarity of strategy and mission to the staff and other team members
- Hires, develops, and retains a world-class team that espouses the values of the foundation and the Special Forces Regiment
- Builds a culture and environment that fosters trust and integrity while encouraging the entrepreneurial spirit and produces exceptional results

Provides leadership for the SOF-serving nonprofit space, communities, and the nation

- Drives an accurate narrative of the challenges and opportunities in our community
- Fosters innovative and synergistic collaboration with adjacent organizations
- Champions our organization's mission, vision, and impact

### **Strategic Corporate Partnership and SF Regimental Relationships**

Helps to secure lasting corporate sponsorships while maintaining an integral relationship with the regiment we serve.

- Works with Senior Development Manager to craft a comprehensive strategy
- Manages critical relationships and closes deals as appropriate
- Networks in order to identify and seek potential opportunities
- Creates meaningful partnerships
- Works with large sponsors to create win-win opportunities
- Creates collaborative and innovative public/private/nonprofit relationships and initiatives

### **Governance and Financial Responsibility**

Works with the board in order to fulfill the organization's mission; ensure organizational efficiency and good stewardship

- Responsible for leading in a manner that supports and guides the organization's mission as defined by the Board of Directors
- Establishes and adheres to an annual budget spending policies
- Seeks in-kind support and cost-reduction opportunities
- Monitors all financial management and reporting to ensure compliance
- Evaluate, improve, and enforce employee handbook and HR policies
- Actively engage Volunteers and the Board of Directors



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## **Application Instructions**

This is an incredible opportunity to lead a growing organization that is doing critical work in the special operations space. If you are fully-qualified and serious about this role, please submit the following materials to [blayne@greenberetfoundation.org](mailto:blayne@greenberetfoundation.org), no later than **31 January 2019**.

- Resume
- Cover Letter
- Two Professional References