**Comfort for America’s Uniformed Services**

**Executive Director Job Description**

Comfort for Americas Uniformed Services (Cause) is seeking an **Executive Director** to lead the organization from its solid base to new levels of growth and effectiveness. Founded in 2003 by West Point graduates who served in Vietnam, Cause is a nonprofit organization that conducts relaxation and recreation programs for wounded, ill, and injured members of the US Armed Forces recuperating at military medical facilities. It has grown from a small local organization into a national organization with programs in 9 locations in the US and at Landstuhl Regional Medical Center in Germany. Our Executive Director will lead our evolving partnerships with the Defense Health Agency, the VA, and nonprofit entities serving our military.

The Executive Director collaborates with the Board of Directors to set organizational goals and establish strategic priorities, and works with staff to conceive, develop and implement programs for wounded, ill, and injured warriors, those supporting their recovery. He/she will oversee the overall management of the organization, be responsible for its financial strength and integrity, and lead its community outreach and fundraising activities. The ideal candidate will have a significant network of military and defense industry contacts, and a deep commitment to serving America’s military wounded, ill and injured service members. The position offers a competitive market salary. Immediate start date with interviews beginning in October.

**LEADERSHIP RESPONSIBILITIES**

* Ensure that goals and priorities set by the Board of Directors are executed in a timely and effective manner
* Oversee, inspire, and guide staff, program managers and volunteers to accomplish organizational goals
* Ensure the financial health of the organization through careful stewardship of existing resources, adherence to nonprofit accounting standards, and proactive fundraising activities

**RELATIONSHIP RESPONSIBILITIES**

* Develop and maintain relationships with the Defense Health Agency, Veterans Administration, and influential persons at military installations where Cause currently has or will install programs in the future
* Develop and maintain relationships with foundations, corporations and individuals able to provide resources to support our programs and operations
* Develop a close working relationship with the Cause Board of Directors to ensure a thorough flow of information and collaboration on organizational, programmatic and fundraising initiatives

**PROGRAMATIC RESPONSIBILITIES**

* Review and assesses programs and associated activities for effectiveness, popularity, and wise use of resources
* Work with program managers to ensure that programs are properly resourced and are aligned to the Cause mission

**MANAGEMENT/ADMINISTRATIVE RESPONSIBILITIES**

* Hire and train staff, conduct performance reviews, set compensation levels and determine benefits
* Review and approve contracts, work product, and invoices of outside vendors and contractors
* Work with staff to develop policies and procedures governing key administrative functions and systems for ensuring that functions are properly executed
* Work with the office manager and accountant to properly allocated and accounted for funds, follow nonprofit accounting principles, and meet IRS and state legal requirements

**DESIRED SKILLS, EXPERIENCE & ATTRIBUTES**

Demonstrated leadership capacity and ability to network with key stakeholders

Prior experience in nonprofit and/or entrepreneurial management

Thorough knowledge of budgeting, audit, and nonprofit regulation

Working knowledge of the Defense Health Agency and the Veterans Administration

Demonstrated ability to maintain financial solvency and attract financial resources

Extensive experience in managing complex projects and building teams

Good oral and written communication skills

Collaborative, flexible, creative work style

College education and a reasonable degree of computer literacy, plus familiarity with social media

Military affiliation highly desired

**Please submit a cover letter and résumé to** **info@cause-usa.org****.**