



KORN FERRY



NATIONAL
MILITARY FAMILY
ASSOCIATION

Together we're stronger®

Position Specification

National Military Family Association

Executive Director

2019

POSITION SPECIFICATION

Position	Executive Director
Organization	National Military Family Association
Location	Alexandria, VA
Reporting Relationship	Board of Governors
Website	www.militaryfamily.org

ORGANIZATION BACKGROUND

The National Military Family Association (NMFA), founded in 1969, is dedicated to serving military families through advocacy, programming, and support. With an extensive network of engaged volunteers and constituents across the globe, the Association is the “go to” source for Administration Officials, Members of Congress, and key decision makers when they want to understand the issues facing military families. After nearly two decades of war, NMFA remains committed to proactively serving and supporting the families that stand behind the uniform and those who serve, whatever their needs.

KEY RESPONSIBILITIES

The Executive Director is responsible for the overall strategic and operational oversight of NMFA’s \$4.6 million budget. As Chief Executive for the organization, s/he will provide visionary and dynamic leadership to a team of 25 professionals responsible for understanding and responding to needs of the military family community, as well as building and maintaining effective working relationships with community partners, donors, the media, and elected officials.

The successful candidate will maintain a strong, transparent and collaborative relationship with the Board of Governors and will provide strategic leadership on NMFA’s operations and business affairs. S/He will implement cutting edge programming to respond to emerging trends impacting military families and strengthen services to positively impact the lives of this community.

Primary duties and responsibilities include:

Leadership and Management:

- Works in collaboration with the Board of Governors to establish strategic vision, mission, goals, objectives, and programs in service to the military family community.
- Leads the revenue generating activities of the organization, ensuring fiscal responsibility for NMFA. This includes partnering with the Board and staff in fundraising activities and revenue generation.
- Actively drives NMFA’s long-term financial growth and stability by securing investments from a diversity of sources.
- Provides visionary leadership to anticipate future trends and propose programming and

advocacy to address those emerging issues.

- Ensures ongoing programmatic excellence, program evaluation and consistent quality of finance and administration, fundraising, communications and systems. Ensures timelines and resources needed to achieve strategic goals.
- Maintains a transparent relationship with the Board, and provides frequent reports on strategic, operational, and programmatic matters impacting the organization.

Administration and Operations:

- Leads an organizational structure that attracts and encourages talented team members to achieve excellence and establish accountability; develops and implements internal policies and procedures that facilitate the success of the team; engages staff, volunteers, board members, event committees and funders in NMFA programs and activities.
- Provides inspirational leadership and ensures internal culture supports the mission of NMFA while promoting synergy and collaboration.
- Develops strategies to enhance the overall financial health of the organization. Presents an annual budget for review and approval by the Board of Governors.
- Provides fiscally responsible administration, understanding all aspects of financial planning, and budgeting in an effort to enhance the organization's financial position.

External Affairs and Revenue Generation:

- Serves as the organization's primary spokesperson and positively promotes the work of NMFA to a diversity of audiences including members of Congress, the Executive Branch, and all media platforms.
- Fosters strong collaborative relationships with other organizations, cultivating new donors and broadening the NMFA community while prioritizing ongoing relationship development with existing donors.

PROFESSIONAL EXPERIENCE/QUALIFICATIONS

The successful candidate will be an innovative, strategic thinker with proven leadership, revenue generation, and relationship-building skills. S/he will be deeply committed to the mission of NMFA and will be a champion of efforts to enhance the quality of life for military families.

Additional qualifications will include:

Experience

- A minimum of 7 years of relevant and progressive levels of senior leadership in an organization of similar scale and complexity. Genuine passion for serving the military family community. Relevant experience scalable to the mission of NMFA preferred.
- Successful track record for building sustainable revenue streams, including creation of new sources of revenue, while managing an operating budget in a cost constrained environment. Experience with corporate philanthropy paired with leading and managing multiple multi-million-dollar fundraising events.
- Track record of effectively working with a Board of Governors to forge a strategic plan and execute upon that plan with appropriate urgency, timeliness and responsiveness to outlined goals and established metrics.
- Experience attracting, empowering, and growing a strong, motivated staff while developing future leaders for NMFA. Builds a culture of customer service, performance and accountability.

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

Leadership Competencies and Personal Characteristics

- Demonstrated ability to think strategically regarding future trends while simultaneously focusing on accountability for day-to-day operational issues.
- Strong executive presence; the ability to inspire, motivate and excite various constituencies including the internal team, donors, volunteers, and members.
- Unquestionable integrity, credibility and character, demonstrated high moral and ethical behavior.
- Collaborative, inclusive leader and team player, collegial, open and excited to partner with others.

EDUCATION

A Bachelor's degree is required. An advanced degree is preferred.

COMPENSATION

A competitive compensation package will be offered to attract the most qualified candidates.

KORN FERRY CONTACTS

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