



Executive Director of the National Guard Association of California (NGAC)

The Executive Director of the National Guard Association of California (NGAC) works under the direction of the President and the Executive Committee to manage the daily operations and strategic initiatives of the Association. This role is crucial in ensuring the effective administration, financial stability, and legislative representation of the Association.

Application Process: Interested candidates email resume and cover letter detailing how they meet the qualifications to: PeteCross@Aol.com, Subject: Application Executive Director Not later than: *Friday August 30, 2024*

Key Responsibilities

Legislative Advocacy

- Serve as the primary legislative representative for the NGAC, consulting with the California State Legislature, the California Congressional Delegation, and other key stakeholders.
- Assist the Legislative Committee in developing the Association's annual legislative agenda and monitor state and national legislation relevant to the National Guard.
- Coordinate with The Adjutant General's Office and national organizations such as the National Guard Association of the United States and the Enlisted Association of the National Guard of the United States to align legislative priorities and ensure representation.

Public Relations & Communications

- Oversee the Association's public relations strategy, including managing the website, social media, press releases, and communication with members.
- Ensure the Association's website meets government security requirements and effectively communicates the Association's mission and objectives.

Financial Management

- Manage the fiscal stability of the Association, including budgeting, overseeing accounts, investments, and timely payment of expenses.
- Administer the Association's State Sponsored Life Insurance program and ensure compliance with accepted accounting procedures.
- Partner with the 501(c)(3) Non-Profit Organization Board of Directors to ensure adherence to financial policies and procedures.
- Monitors the progress of agreements and maintains agreement documentation to ensure fulfillment of agreement terms, including the receipt and expenditure of funds

Corporate Sponsorship & Events

- Develop and manage the corporate sponsorship program to support the Association's conferences and events.
- Guide the planning and coordination of the State annual conference and other significant Association events.

Strategic Planning & Organizational Management

- Collaborate with the Executive Committee to develop and implement a Strategic Plan for the Association.
- Advise on organizational goals, policies, and procedures, and ensure their execution aligns with the Association's long-term interests.
- Maintain official records, assist with contract management, and ensure the proper documentation and archiving of all significant functional areas.

Membership Development

- Partner with the Membership Chair to enhance the Association's membership program, focusing on effective recruiting and retention strategies.

Additional Duties

- Serve as continuity and mentor to the President and Executive Committee.
- Conduct other tasks as directed by the President of the Association.

Schedule and Compensation

- Part-Time/Full-Time Position with compensation as directed by the President.
- Travel: Authorized travel and reimbursable expenses as applicable.

Desired Experience and Qualifications

- Experience in the private, government, or non-profit sector, or equivalent military experience.
- Strong knowledge of the U.S. Army, Air Force, Army National Guard, and Air National Guard missions, legislative processes, and lobbying.
- Proven success in working with a Board of Directors, strategic planning, public relations, and fundraising.

Skills

- Excellent written, verbal communication, interpersonal, and leadership skills.
- Ability to manage complex projects, inspire teams, and maintain accountability.

Other Requirements

Active NGAC Membership.

U.S. Citizenship, valid driver's license, and ability to travel frequently.

Ability to lift at least thirty pounds.