



JOB DESCRIPTION: EXECUTIVE DIRECTOR

The Modern Military Association of America (MMAA) is the nation's largest non-profit organization dedicated to advancing fairness and equality for the LGBTQ+ military and veteran community. Through education, advocacy, and support, we are making a real difference in the lives of LGBTQ+ service members, military spouses, veterans, family members, survivors, and caregivers.

POSITION SUMMARY

The Executive Director (ED) must be a confident, forward-thinking, energetic leader. The ED serves as the primary external representative for MMAA and guides the strategic vision for the ongoing growth and evolution of the organization while managing day-to-day operations. The ED is responsible for maintaining strong relationships with community partners and corporate sponsors and must be adept at navigating the complex interactions between non-for-profit organizations, governmental agencies, elected/appointed officials, and military leaders across diverse communities.

Job Terms: The ED will usually work from home, with the requirement to travel as needed. Flexible schedule. Competitive compensation commensurate with experience. PTO and paid holidays.

Job Location: D.C. Metropolitan Area

ESSENTIAL DUTIES & RESPONSIBILITIES

The Executive Director provides leadership and direction for all aspects of the MMAA including:

1. Administration

- Manage and supervise the day-to-day operations of the organization.
- Implement the board-approved strategic plan and ensure all organizational activities align with the mission.
- Ensure compliance with policies and other governing documents adopted by the board, all relevant state and federal laws, and any funder restrictions.
- Ensure compliance and the successful implementation of administrative functions, including but not limited to human resources, finance, grants, fundraising, and communications.
- Ensure compliance and the successful implementation of governance functions, including but not limited to nonprofit compliance, strategic planning, and board relations.
- Ensure compliance and the successful implementation of programs, including but not limited to member relations and management, MilPride, Rainbow Shield, and advocacy efforts.

2. Human Resources

- Ensure overall staffing structure and individual job duties meet the needs of the organization.
- Ensure compliance with relevant state and federal employment laws as well as best practices.

- Manage all personnel. Oversee recruitment, hiring, and onboarding processes. Design and implement an annual employee evaluation process. Design and implement staff training, professional development, and team building activities.
- Maintain the MMAA workplace and work relationships in accordance with all local, state, and federal non-discrimination laws, rules, and regulations.

3. *Financial Management & Fundraising*

- Work with the Finance Team to prepare and implement the annual budget.
- Ensure compliance with relevant laws, regulations, best practices, funder restrictions, and organizational policies.
- Authorize expenditures within the board-approved budget.
- Advise the board on financial matters, budget, and future needs.
- Support fundraising initiatives, particularly special events, donor relations, and grants.
- Lead the planning and implementation of the annual gala.

4. *Board Relations*

- Recommend long-term strategies, short-term plans, policies, and annual budgets to the board.
- Participate in monthly board meetings including preparing the meeting agenda, attending meetings, and reporting to the board.
- Assist with the identification, recruitment, and orientation of new board members.
- Steward board members and develop board members' capacity for fundraising.
- Stay apprised of board and committee activities; serve as their primary point of contact.

5. *Public Relations & Advocacy*

- Serve as the primary spokesperson for the organization; ensure positive representation of the organization; and advocate on behalf of the organization, its mission, and its clients.
- Develop and maintain positive relationships with key stakeholders.
- Cultivate relationships with other organizations; seek and evaluate opportunities to partner on collaborative projects.
- Research, develop, and implement an advocacy agenda.
- Oversee the development and implementation of a communications plan.
- Attend community events as a representative of MMAA.

6. *Complete other duties as assigned.*

QUALIFICATIONS

See the Ideal Candidate Profile.

The Modern Military 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, sex, sexual orientation, gender identification, national origin, disability status, protected veteran status, or any other category protected by federal, state, or local law.