



# **JOB DESCRIPTION**

## **Executive Director**

### **Navy League of the U.S. Honolulu Council**

#### **OVERVIEW:**

The Honolulu Council of the Navy League is a non-profit organization under Section 501(c)(3) of the Internal Revenue Code. The Executive Director (ED) directs the operation of the Honolulu Council and is responsible for leading the organization's efforts to:

- Enhance the morale of active-duty personnel of the four Sea-Services (Navy, Marine Corps, Coast Guard and U.S Flagged Merchant Marine) and their families.
- Educate and inform the public and local and state Hawaiian legislative officials about the significance of strong Sea Services to our nation's defense, well-being, and economic prosperity, and,
- Support youth programs such as Naval Sea Cadets and others to expose young people to the value of our sea services.
- Working with the Board of Directors, staff and volunteers, the Executive Director will work to fulfill the Navy League's mission through personal leadership, the development of supportive programs and events and membership enrollment.

#### **KEY RESPONSIBILITIES:**

- **Human Resource Management:**
  - Recruit, employ, and manage all Council personnel, including both professional staff and volunteers, to create a high-performing team.
- **Leadership and Strategic Planning:**
  - Collaborate with the Board of Directors and the President to design impactful programs and events that meet financial targets and promote the Navy League's mission
  - Foster a culture of engagement and collaboration among staff, volunteers, and members.
- **Program Development and Management:**
  - Oversee the design, execution, and evaluation of programs that benefit active-duty personnel, their families, and youth organizations (Naval Sea Cadets and others).
  - Ensure programs align with the Council's mission and respond to community needs.

- **Public Relations:**

- Inform the public and state and local legislative officials about the importance of the sea services through advocacy efforts, speaking engagements, and outreach initiatives.

- **Collaborative Relationships:**

- Build and sustain productive relationships to foster collaboration and mutual support with local chains-of-command of the four Sea Services, to include, but not limited to:
  - Commander, U.S Indo-Pacific Command
  - Commander, U.S. Pacific Fleet
  - Commanding General, Marine Forces Pacific
  - 14<sup>th</sup> Coast Guard District
  - U.S. Navy Region, Hawaii

- **Advocacy Representation:**

- Serve as the primary spokesperson for the Navy League, advocating for its programs and perspectives to agencies, organizations, and the broader public.

- **Financial Oversight:**

- Manage the Council's budget and financial resources, ensuring sustainability and accountability.
- Cultivate relationships with donors, sponsors, and partners to support fundraising efforts and endowment fund development.

- **Membership Engagement:**

- Enhance membership recruitment, retention, and engagement strategies to grow a diverse and active membership base.
- Foster a strong sense of community among members through events, communications, and volunteer opportunities.

- **Board Support and Administration:**

- Work closely with the Board of Directors to ensure effective governance and communication.
- Work closely with the President and Secretary to manage official correspondence for the Navy League Honolulu Council, while authorizing legal documents as designated by the Board of Directors.
- Prepare reports, agendas, and materials for board meetings and provide updates on organizational progress.

## **QUALIFICATIONS:**

- Bachelor's degree in nonprofit management, business administration, or a related field (Master's degree preferred).
- Minimum of 5 years of leadership experience in a nonprofit organization, with a focus on advocacy, community engagement, or military-related missions.
- Strong understanding of military culture and the challenges faced by active-duty personnel and their families.
- Ability to work easily and effectively with all levels of the military, from the 4-star Admiral to the lowest ranking sailor.
- Proven fundraising and financial management skills.
- Excellent communication and interpersonal skills, with the ability to connect with diverse audiences.
- Experience in program development and volunteer management is a plus.

## **PERSONAL ATTRIBUTES:**

- Passionate about supporting the U.S. Sea Services and youth development.
- Strong serviced-oriented leadership skills with the ability to inspire and motivate others.
- A collaborative and inclusive approach to leadership and community involvement.
- Results-oriented with a strategic mindset and problem-solving abilities.

## **SALARY RANGE**

- The salary range for this position is \$80,000 to \$90,000 annually depending on qualifications and experience.

## **APPLICATION PROCESS:**

- Interested candidates should submit a resume and cover letter outlining their qualifications and vision for the Navy League Honolulu Council to [job@navyleaguehonolulu.org](mailto:job@navyleaguehonolulu.org) by April 30, 2025.

## **EEO STATEMENT:**

- *The Navy League of the United States, Honolulu Council, is an equal opportunity employer and complies with applicable federal and state employment law.*