

## **Executive Director – Fort Campbell Strong Defense Alliance Position Description**

**Job Title:** Executive Director

**Position Overview:** This position is a part of the Fort Campbell Strong Initiative and is under the direction of the Fort Campbell Strong Defense Alliance Board of Directors. This position is responsible for the day-to-day preliminary supervision and coordination of the Campbell Strong Defense Alliance.

This position must function in an administrative and programmatic capacity to ensure that all work tasks are completed in conformation with the guidance of the Campbell Strong Board of Directors.

### **Functional Duties and Responsibilities:**

- Responsible for carrying out policies and initiatives defined by the Campbell Defense Alliance Board of Directors.
- Report to the Board of Directors. Exercise overall strategic and operational responsibility and direction for the Campbell Strong Defense Alliance staff, programs, and resources.
- Act as the communities' liaison to all national, state, and local entities with a vested interest in the Fort Campbell region, including but not limited to the KY and TN General Assembly, KY and TN Congressional delegation, economic and workforce development organizations, etc.
- Implement the Board-approved purpose and strategic goals of the organization as outlined in the Bylaws.
- Maintain regular coordination with local economic and workforce development staff in KY, TN, and other regional organizations with overlapping interests/objectives to ensure maximum effectiveness and efficiencies with regional programs.
- Prepare and coordinate a community and local government public information plan, including developing printed and electronic marketing and informational materials.
- Attend various local, state, and national meetings as warranted related to military, defense, economic, and workforce development. Participate in the annual Association of Defense Communities (ADC) National Summit and other ADC-sponsored events, as appropriate.
- Maintain a working knowledge and reference materials of significant developments by the Defense Department, Department of the Army, Congress, and the KY and TN State Legislatures that impact Fort Campbell and defense communities.
- Responsible for the development and execution of a growth management plan, as well as updating the organization's strategic plan to achieve the mission of Fort Campbell Strong. The growth management plan shall include the development of an annual budget and funding proposal for Board approval, including fundraising and/or resource development for the organization's sustainability. Coordinate contracts with funding entities as required.
- Provide monthly reports to the Campbell Strong Board of Directors.
- Coordinate the agenda for quarterly Board of Directors meetings with the Chair of the Board, provide read-ahead packages (minutes, financials, etc) to Directors, and assist the Chair in executing the Board meetings.
- Coordinate with the Fiscal Agent regarding quarterly financial reports to the Board on the organization's financial condition; comply with the organization and Fiscal Agent's fiscal policies.
- Coordinate meetings of the Executive Committee (monthly or as required) to operate the Board of Directors under the guidance of the Bylaws.

- Maintain the official records and documents of the organization and comply with federal and state regulations regarding non-profit corporations.
- Ensure documentation and guidelines pertaining to the CSP MOU are current and executed per the agreement.
- The Executive Director will work under the guidance of the Board of Directors; performance will be evaluated annually by the Executive Committee.

**Education and Experience:**

- Baccalaureate degree required; Master's Degree in applicable field (Public Administration, Business, Systems Management, Planning, Government or closely related field) desired. Five (5) years experience above degree.
- Knowledge of defense projects and experience working with Fort Campbell preferred.
- Strong relationships with key community stakeholders in the region are preferred.
- Knowledge of the legislative process and relationships with local/state/federal legislators is preferred.

**General Qualifications & Knowledge/Skills/Abilities:**

- Must be a motivated self-starter, capable of simultaneously managing multiple tasks, programs, and administrative responsibilities.
- Must have excellent verbal and written communication skills, management and organizational abilities, and exhibit proficient computer literacy/skills.
- Must be familiar with the administration of public agencies and applicable reporting requirements.
- Establish effective working relationships with the Ft. Campbell Strong Board of Directors and State, County, City, and other government officials.
- Must display sound judgment, perform under stressful conditions, and make timely and accurate decisions.
- Must act as an ambassador for the community at functions and demonstrate the ability to prepare and deliver professional briefings to various audiences.

**Work Site:** Remote with flexibility for travel to meetings at various distances is required. This position may require overnight travel with limited notice and some air travel.

Please submit resumes to the Campbell Strong Defense Alliance Board.

[csdaboard@campbellstrong.org](mailto:csdaboard@campbellstrong.org)