

**Short position description for
Soldiers' Angels Executive Director**

Soldiers' Angels, one of the nation's largest military support groups, is seeking nominations and applications for the position of Executive Director. The ideal candidate will be an entrepreneurial leader who has the vision, creativity, energy and experience to continue the work of the founder and to place the organization on footing to serve the future needs of our military and their families. Reporting to the Board of Trustees, the Executive Director will provide strategic leadership, empower and motivate the senior volunteers and oversee all day-to-day operations. The Executive Director will also be responsible for hiring support staff and other key employees. Areas of responsibility include: financial management, volunteer development, program oversight, internal/external communications, and fund raising.

The successful candidate will have:

Prior significant leadership experience in a multi-faceted non-profit organization
Demonstrated ability to work effectively with volunteers, staff and donors
Knowledge of and appreciation for the military and their families, preferably through prior military experience, active duty or civilian
Strong communications skills
Experience in financial planning and management

This position also requires the candidate to demonstrate:

In-depth knowledge of fund raising program development and administration, including direct mail and major giving functions
Experience in marketing, public relations, and media relations.

Cover letter and Resume should be mailed, before January 15, 2009, to:

Soldiers' Angels
Attn: Executive Director Search Committee
1792 East Washington Blvd.
Pasadena, California 91104

Or emailed to:

executivedirector@soldiersangels.org

If you email the documents please use the Return Receipt function to ensure that the send was successful.