

EANGUS We Care for America Foundation

1 Massachusetts Avenue, Suite 880, Washington, DC 20001

November 12, 2020

Announcement is made of a full-time telework position opportunity in the EANGUS We Care For America Foundation

POSITION TITLE: Program Director

SALARY: Baseline of \$37,000 per year starting salary, negotiable commensurate with the knowledge and experience of the selectee and based on the provisions contained in the contract. Raises commensurate with program growth.

SELECTING BODY: EANGUS We Care For American Chairman and the EANGUS We Care For America Foundation Board of Directors

AREA OF CONSIDERATION:

- 1) Current life or annual members of the Enlisted Association National Guard of the United States, and,
- 2) Other individuals who have the knowledge, skills and abilities to perform the duties of the position and who possess the appropriate business acumen, demonstrated leadership experience, fundraising experience, and a depth of understanding about the mission and activities of the EANGUS WCFA Foundation.

APPOINTMENT REQUIREMENTS: See complete position announcement attached

CLOSING DATE: Midnight ET, November 20, 2020

PROJECTED START DATE: November 30, 2020 (Subject to negotiation)

SUBMISSION: Forward resumes/application to the EANGUS WCFA Chairman, CMSgt (Ret) John Harris at john@eangus.org

DISCLAIMER: The attached job description is applicable to safer/post-pandemic working conditions and is a work from home position with travel when warranted and approved.

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, AND NATIONAL ORIGIN, OR ANY OTHER NON-MERIT FACTOR.

EANGUS We Care for America Foundation

PROGRAM MANAGER POSITION SUMMARY: Under the direction of the Chairman and Board of Directors; the Program Director is responsible for daily management and operation of the We Care for America (WCFA) Foundation programs; and protection of the organization's financial assets while ensuring compliance with Board directives and applicable grantor, federal, and state requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The Program Director is responsible for daily operations, asset protection, revenue generation, and marketing/public relations for EANGUS WCFA, a 501(c)(3) non-profit charitable organization. EANGUS WCFA was formally organized in 1994 with the goal of providing funding assistance programs to National Guard members and their families. EANGUS WCFA is dedicated to promote the welfare of the National Guard members, families, retirees and employers, through programs that offer benefits and opportunities that improve the standing of current and former National Guard members within the civilian community and the military environment..

- Oversees functions to include loan applications, applicant budgeting paperwork, financial analysis, new donor prospecting, website management, and messaging to applicant records. Program Director will follow Board of Directors direction, policies, and procedures, and all other applicable rules and guidelines of the organization. Additionally, the Program Director will fulfill the following:
- Oversee the loan request process for all assistance programs.
- Oversee the donor program, to include contact management, and actively seek out new donors to the Foundation
- Manage the application process, to include assistance requests, loan applications, approvals and disapprovals, interaction with the Red Cross on the Foundation's behalf.
- Oversees the underwriting functions of the loan program, to include repayments
- Website management and development of the WCFA site.
- Manage day to day finances of the Foundation.
- Assists in the development of current and long-term organizational goals and objectives as well as policies and procedures, and the strategy and vision for EANGUS WCFA operations.
- Establishes execution plans to achieve goals set by the Board of Directors.
- Implements policies and procedures, subject to approval by the Board of Directors.
- Analyzes and evaluates vendor services, particularly for loan programs, software solutions, donor tracking, and management of EANGUS WCFA funds in order to determine programs and providers that best meet the needs of EANGUS WCFA and makes recommendations to the Board of Directors, as appropriate; negotiates services, supply and service vendors, auditors, and consultants.

QUALIFICATIONS REQUIRED:

Basic Qualifications:

- Bachelor's Degree desired, preferably in Business or Finance. Extensive loan/financial experience of 5 or more years.
- Must be able to pass a background check.
- Exceptional communication skills (both written and verbal)
- Exceptional interpersonal skills
- Strong facilitation, presentation, and content delivery skills
- Solid organizational abilities, including planning, program development, and task facilitation
- Knowledge of the mission and activities of EANGUS, EANGUS WCFA, and the National Guard

- Availability to work non-standard hours to include some weekends
- Ability to travel infrequently (average 3-5 days a quarter)
- Having the ability to work from home, with adequate space, internet speed, and work environment (computer system provided).
- Ability to regularly walk, sit, stand, speak, hear, and lift 20 pounds

Program Competencies: Applicant must provide evidence of experience that directly demonstrates proficiency in the following competencies:

- **Loan Program** - Executes objectives, priorities, and implements plans involved with the management and execution of an assistance loan program.
- **New Donor Prospecting** – Collecting, contacting, and maintaining relationships with donors who may support the EANGUS We Care For America Foundation.
- **Application and Account Management** – respond in a timely fashion to applications and ensure loan payments are tracked and recorded for upwards of 200 or more accounts.
- **Personal Budgeting experience** – Each Applicant will submit a personal/household budget and the Program Director will evaluate it to determine the applicant’s credit risk.

Technical Qualifications: Applicant must clearly show possession of the experience, knowledge, skills and ability to perform the duties of this position throughout the application process. Provide details of experience with each of the qualifications below:

- **Website Design** – Familiar with Wordpress, plugins, Gravity Forms, importing and exporting lists, setting up email and communication bulk messaging systems, and page and post functionality.
- **Online database systems** – This program will use online systems in conjunction with the Red Cross and other industry standard software providers. Skills include data entry, account tracking, and report generation from those systems.
- **Strategic Planning**- Proven success in formulating and implementing strategic, organizational, administrative, financial, information technology, performance, and accountability plans for an organization.
- **Communication**- Demonstrated skill in communicating an organization’s mission, policies, and operations to Department of Defense agencies, Congress, the media, military and veteran organizations, and other interested parties.