



## **Programs and Services Director Job Description**

**Job Title:** Programs and Services Director

**Department:** Programs and Services

**Location:** Position is based in San Antonio, TX but responsible for delivering programs and services in the CONUS as determined by the Executive Director.

**Title of Supervisor:** Executive Director unless otherwise specified and communicated verbally and in writing to the Programs and Services Director from the Executive Director.

**Industry:** Military not-for-profit organization (IRS code 501c3)

**Pay Range:** \$50,000-\$85,000

**Type of Employment:** Salaried Full-time

**FLSA Status:** Exempt

**Required Travel:** As deemed appropriate to meet the mission of the Corporation.

**Physical and Mental Requirements:** The Programs and Services Director's physical and mental requirements include the ability to travel when required and complete the job description and requirements to support the Corporation's mission.

**General Overview of Programs and Services Director's Core Responsibilities:** The Program and Services Manager will be responsible for developing, enhancing and sustaining programs and services provided under the Corporation's mission.

### **Job Description:**

The Green Beret Foundation is a 501(c)3 that provides unconventional resources to facilitate the special needs of our wounded, and provide unique support to the Special Forces community in order to strengthen readiness and uphold Green Beret traditions and values.

The Program and Services Director will proactively and aggressively provide support to the Special Forces Community through the Corporation's existing programs and services as well as collaborating with other not-for-profits, military organizations and the private sector to provide support in an unconventional manner to meet the Corporation's mission. The Program and Services Director will be fully responsible for managing and enhancing existing programs in addition to developing new programs and service for the Corporation.

Applicant's initials\_\_\_\_\_

**Job Requirements:**

A Bachelor's degree in business, not-for-profit management, or health care administration preferred or equal years experience in Special Forces military leadership or business leadership is required. Special Forces military and business leadership must be demonstrated through the ability to be diplomatic and resourceful with both military, not-for-profit and private industries in order to support the Corporation's mission. This position requires a business sense to deliver the Corporation's programs and services effectively while ensuring efficiency with donor's money. A talent to maneuver tactfully and strategically in stressful, ambiguous, emotional and complicated situations is required. The ability to understand balance and constraints while delivering programs and services to the Corporation's constituents is top priority.

This position requires professional and effective communication skills both verbal and written. The position requires a person to be able to work productively in a non-traditional work environment. The Programs and Services Director must be both an independent contributor as well as a team member. This position requires discipline in both meeting the high expectations of the position as well as the ability to time manage and balance work and life effectiveness.

This position requires a high-level of project management skill, attention to detail, tact and diplomacy.

The person in this position needs to be resourceful, creative and unconventional in supporting the mission and the job requirements while keeping an open line of communication to the Executive Director.

The Programs and Services Director will possess the skill set to identify the need for expansion in the Programs and Services Department and will deliver formal proposals to the Executive Director to support the growth in a professional manner.

The Programs and Service Director will be directly accountable to the Executive Director and will provide the Executive Director with activity reports as deemed appropriate by the Executive Director.

The candidate must be proficient in Microsoft Office and should have the ability and openness to learn new systems as the Executive Director deems appropriate to support the Corporation's mission.

***Other duties as assigned*****Definitions and key terms:**

**FLSA:** Fair Labor Standards Act

**Exempt vs non-exempt:** Employees whose jobs are governed by the FLSA are either "exempt" or "nonexempt." Nonexempt employees are entitled to overtime pay. Exempt employees are not.

**Salaried Full-time:** Will work to meet and exceed the basic requirements of the position for a negotiated set annual salary. Not an hourly employee.

**Corporation:** Green Beret Foundation

**IRS Code 501c3:** IRS tax-exemption status. Organizations that have been granted 501c3 status by the IRS are tax-exempt from sales tax and certain employee taxes. 501c3 organizations are also tax-deductible to the donor.

Applicant's initials\_\_\_\_\_

