



Advertisement for
EXECUTIVE DIRECTOR

The Employer is a national non-profit IRS 501(c) (19) military/veterans educational and professional organization of Navy people joined together to promote the interests of America's Sailors and their families, the Department of the Navy and the Association of the United States Navy to the advantage of the country's welfare and security.

Target Candidate: Ideally, a Retired Flag Officer of excellent reputation; Washington & Pentagon connections; a people-oriented and effective personnel manager. Will also consider well-qualified non-Flag Officer candidates.

The Employer desires the following services:

1. BEST EFFORTS OF EMPLOYEE. Employee will perform all duties prescribed by the Association's Constitution, By-Laws, Operations Manual and Personnel Manual, in person or through others at the Employer's office and such duties and obligations being further specified as follows:

A. Chief Executive Officer/Chief Operating Officer. Has the responsibility and authority for the administration of the Association's affairs regarding representation, promotion, business development and corporate partnerships, fund raising, finance and accounting, contracts for services, advocacy, maintenance of the physical plant, and management programs. Interfaces with Association's members, other Associations, the senior leadership of the Sea Services, Congress and the Executive Branch of Government.

B. Managing Editor. Responsible for all facets of creating, editing, publishing, and the associated costs of producing the Association's magazine. Responsible for the development, deployment and content of the Association website(s) and e-newsletters that educate the public and meet the needs of the Association's membership.

C. National Secretary. Ensures the proper recording of the Association's annual business meeting and election of officers. Updates and ensures accuracy of official documents including Constitution and By-Laws, Operations Manual, Employee Manual and Financial Policies and Procedures Manual.

D. Strategic Planner. Active participant in and contributor to the continued refinement of the Association's Strategic Plan. Direct the efforts of the headquarters staff toward attainment of the goals and objectives set forth in the current edition of that plan.

2. COMPENSATION OF EMPLOYEE. Annual salary will be in the range of \$130,000/yr. paid in equal installments on the first of each month. If Employee establishes a SIMPLE IRA the Employer will match up to three (3) percent of the paid salary. Employee will be eligible for an annual bonus up to 15% of annual salary based upon performance as determined by the Board of Directors Compensation Committee.

3. VACATION. Employee shall be entitled to 30 days paid vacation in accordance with the Employer's Personnel Manual.

4. TERM/TERMINATION. Termination will be "at will".

5. EMPLOYER.

Chairman, Board of Directors
Association of the United States Navy
1619 King Street
Alexandria, VA 22314

6. APPLICATION. The interested candidate should email (in PDF format) a cover letter, a resume, and the names and contact information for two references no later than 28 April 2017 to edsearch@AUSN.ORG.