

The VFW Kansas City MO Office has a position opening as described.

DEPARTMENT: Adjutant General

JOB TITLE: Assistant Adjutant General - KC

NATURE OF WORK:

Serve as advisor and assistant to the Adjutant General on matters concerning Administrative Operations, Membership, Programs, Member Service Center, Information Technology, Development and General Service to ensure proper response and resolution of matters pertaining to the Congressional Charter, National By-Laws, policies, and rulings effecting all subordinate units and the operations of the National Headquarters.

Serve upon assignment as a representative of the National Organization at state, regional conferences, or as directed by the Adjutant General and Commander-in-Chief on administrative policies and program objectives mandated by convention action and precedent decisions.

TYPICAL DUTIES AND RESPONSIBILITIES:

Oversees and coordinates the offices of Administrative Operations, VFW Programs, Membership, Member Service Center, Information Technology, Development, and General Services to assure the processing, programming, maintenance, and implementation of all functions of these departments.

Review, update and maintain organizational By-Laws, corporation documents, interpret their application, research, and prepare rulings, opinions, and policy statements for the Commander-in-Chief and Adjutant General.

Oversee the preparation and issuance of officer and delegate credentials for the National Convention.

Oversee the composition, administration and issuance of the National Awards and Citations.

Monitor and review administrative and disciplinary actions, appeals and rights of members, and all other aspects of the Administrative Operations Department. Review the responses, approval/disapproval, and execution orders for the Commander-in-Chief.

Monitor and maintain current listing of the National Organizations Agents of Record in the offices of each Secretary of State as required by Congressional Charter.

Reviews By-Laws and Articles of Incorporation for all levels of the organization for the Commander-in-Chief to ensure compliance with the National By-Laws.

NATIONAL HEADQUARTERS

WASHINGTON OFFICE

406 W. 34th Street Office 816.756.3390
Kansas City, MO 64111 Fax 816.968.1157

200 Maryland Ave., N.E. Office 202.543.2239
Washington, D.C. 20002 Fax 202.543.6719

info@vfw.org
www.vfw.org

Approve travel expenses for National Staff and National Committees under his or her supervision.

Monitor's logistics and expenses with the execution of the Commander-in-Chiefs Membership program, all Membership Incentive Award Trips, to include all other aspect of the Membership Department each year to assure efficiency and proper execution.

Monitors the execution of the Member Service Center to assure they are providing the necessary information and coordination to ensure quality customer service to all members.

Monitors the execution and the functionality of all VFW Programs to assure their development and implementation to enhance services to veterans, military communities, and VFW sponsored activities in the community.

Monitors the execution of the Information Technology department to assure they are providing the necessary information and coordination to ensure quality customer service to all employees and departments.

Monitors the execution of the Development Department to assure they are achieving the fundraising goals of the organization.

Monitors the execution of the General Services department to assure they are providing the necessary functions associated with the department, that include but are not limited, to mail pick-up and distribution, all printing products, graphic design, and all other aspects of the department, to ensure quality work and customer service to the end user.

Travels as directed to represent the Commander-in-Chief and National Organization and speak on Veterans issues and VFW Programs.

Monitor purchase authorizations submitted by the Adjutant General's Directors to ascertain need for request and recommend approval or disapproval to the Adjutant General.

Manages the financial and budgetary activities of all departments under his or her Supervision, assuring that accurate, reasonable, and attainable input is made to superiors for budgeting purposes and that the department's activities are conducted within the department's budget. Assures that department human and financial resources, including property and equipment, are used in an efficient and proper manner. Takes prompt, appropriate remedial action when it appears that budget limits are threatened or that human and financial resources are not being used effectively.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Position requires advanced leadership and management skills, human relations, analytical, organizational and management skills to interface with the Department Officers, staff personnel and general membership to move the purposes and goals of the organization to a successful conclusion.

Requires knowledge gained through extensive study in either a business or academic environment, Bachelor's degree preferred, and a very comprehensive understanding of several fields gained through practical experience in the organization.

The position further requires the ability to effectively communicate through written correspondence and public speaking.

SCOPE OF POSITION:

This position reports directly to the Adjutant General.

Has direct supervisory responsibility for the Directors of Administrative Operation, VFW Program, Member Service Center, Membership and the Managers of Information Technology, Development, and General Services.

May make decisions that have significant impact and that could impact the organization through interpretation of the By-Laws and preparation of rulings for the Commander-in-Chief.

Plans and prioritizes work for the position on a daily, monthly, and long-range basis. Discusses work assignments with staff on a timely basis.

Has responsibility for solving problems as they relate to interpretation of the By-Laws, rules, regulations and policies for officers and members on all levels of the organization.

The position requires contact with above Directors, Managers, and staff to resolve organizational administrative functions 35% of the time and 25% of the time is spent with Post, District and Department Officers and members on resolution of administrative problems such as By-Law interpretation.

Has direct financial impact on the organization through monitoring annual budgets for administrative section of Adjutant General's staff.

Implements activities to move broad organizational priorities such as By-Laws, Articles of Incorporation, rules, regulations, emblematic and legal actions.

WORKING CONDITIONS:

The position requires 85% normal office environment to administer and supervise areas of responsibility, 15% of the time is spent traveling on public speaking assignments to represent the Commander-in-Chief and National Organization.

MAJOR ACCOUNTABILITIES:

Ensures that By-Laws and Articles of Incorporation for all levels of the organization are in compliance with the National By-Laws.

Ensures the Department Budgets and Financial Statements are submitted in accordance with the National By Law requirements and that they are in balance and the Department is operating on a sound financial basis.

Ensures efficiency in meeting personnel requirements for the Adjutant General's Department and keeping within budget constraints.

Ensures organizational By-Laws, corporation documents and Policy Statements are reviewed and maintained.

Ensures legal actions, to include Disciplinary Actions and other administrative actions and appeals are handled in accordance with the National By-Laws.

Ensures all aspects of Post Records are handled effectively and within the scope of the organization and the National By-Laws and Manual of Procedure.

Ensure Commander-in-Chiefs Membership Program and all other aspects of the department are handled in a cost efficient and timely manner. and are being properly executed.

Ensure the Member Service Center is operating efficiently and effectively to ensure the best customer service experience for our members.

Ensures Program Director is developing and implementing new programs and to include the execution of current programs and activities.

Ensures that the General Services operating efficiently and effectively to meet the mission of the organization and the mandates of the National Organization.

Ensure the Information Technology department is operating efficiently and effectively to ensure the best customer service experience for all end users.

Ensure the Development department is operating efficiently and effectively to ensure the best customer service experience for all donors.

The above duties are general in nature and are not intended to reflect all of the duties which may be required of the incumbent.

*This position is eligible for relocation assistance. *