

Please Send Cover Letter and Resume To: careers@studentveterans.org

Application Deadline: September 17, 2009

Student Veterans of America is seeking a talented, motivated candidate to fill the position of Executive Director. The Executive Director of SVA is the primary point of contact for SVA's day-to-day operations. The Executive Director will:

- 1. Manage SVA's finances on a day-to-day basis, and ensure that SVA complies with all tax and accounting rules and regulations.*
- 2. Manage SVA's national headquarters in Washington DC*
- 3. Serve as the primary point of contact for SVA's day-to-day activities.*
- 4. Develop and coordinate media outreach*
- 5. Lead fundraising efforts for SVA*
- 6. Ensure that organizational communications are professional and efficient. Duties may include writing and publishing a monthly newsletter, sending out organization wide emails, and communicating in writing with other organizations.*
- 7. Develop and manage partnerships with external organizations including other veterans' organizations and corporations.*
- 8. Coordinate volunteers in day-to-day operations both at the national headquarters and all across the country.*
- 9. Manage and coordinate SVA's advocacy initiatives. Duties may include meeting with representatives, coordinating visits by student veterans to representative offices, and communicating with SVA about the state of relevant veteran's legislation.*

Desired qualifications: The ideal candidate will be an organized, motivated, and competent manager with a BA/BS or equivalent degree. Experience with veteran's affairs, especially student veterans is highly desired. Experience with non-profit corporations preferred. Competency with common business software such as MS Office, and Quicken is essential. This job is located in the District of Columbia. Travel may be required within the United States.

Salary: \$36,000 with possibility of pay for performance.

To Apply please submit a resume and cover letter to careers@studentveterans.org

Student Veterans of America (SVA) is a coalition of student veterans' groups from college campuses across the United States. Founded in January of 2008, SVA is a 501(c)(3) tax-exempt organization that works to develop new student groups, coordinate between existing student groups, and advocate on behalf of student veterans at the local, state, and national level.

SVA has two major components: the executive staff and student veterans groups. Student veterans groups are student groups that have formed on college and university campuses to provide peer-to-peer networks for veterans who are attending those schools. These groups coordinate campus activities, provide pre-professional networking, and generally provide a touchstone for student veterans in higher education. These local groups are an important part of ensuring that every veteran is successful after their service.

The executive staff facilitates communication between groups, connects groups with resources from outside their campuses, and organizes these groups to advocate at the state and national level for the common needs of student veterans.

Our three primary missions are:

- 1. Develop student veteran groups on college and university campuses and coordinate by region between existing groups.*
- 2. Connect student groups with resources.*
- 3. Advocate on behalf of student veterans at the state and national level.*