



Honor Flight Columbus
PO Box 20133
Columbus, OH 43220
614-284-4987
www.honorflightcmh.org

HONOR FLIGHT COLUMBUS SEEKS EXECUTIVE DIRECTOR

SUMMARY:

The Executive Director ("ED") helps guide Honor Flight Columbus ("HFC") into its next chapter of service to Central Ohio Veterans. This is an excellent opportunity for an experienced executive director/senior leader who is dedicated and passionate about honoring the service of our Nation's Veterans, and who is prepared to take on exciting new challenges. The right person for this position will be a creative and forward-thinking leader who has a proven, successful track record directing a service organization, fund development and operational management.

DESCRIPTION:

The Mission of HFC:

To honor America's senior veterans with a trip to Washington, D.C. to visit the nation's memorials. To help them share their stories. To celebrate and affirm their service and homecoming.

THE OPPORTUNITY:

The ED must be able to seamlessly execute the mission of HFC. This will include the organization and execution of an annual flight schedule to include the ability to quickly learn and acclimate to the HFC flight planning and operation processes.

In addition, the ED takes a primary leadership role in continuous improvements of HFC and implementing changes to better our service to our Central Ohio Veterans and community stakeholders.

This is an excellent opportunity for an experienced senior leader who is dedicated and passionate about honoring the service of our Central Ohio Veterans, and who can take on exciting new challenges and grow HFC's opportunities.

The right person for this position is a creative and forward-thinking leader who has a proven successful track record in fund development and operational management.

An essential part of this job is collaborating effectively with the HFC Board to develop and implement innovative strategies in strengthening the brand.



RESPONSIBILITIES:

The ED functions as the Face of HFC and is the primary spokesperson to constituents, media and the general public. Responsibilities of this position include:

LEADERSHIP AND VISION

- Lead, manage and motivate staff, guardians and volunteers.
- Working with the board with shared responsibilities for fiscal and contract management.
- Collaborate with the Board of Directors in developing and implementing HFC's long-term strategic goals that ensure the brand's continued success and sustainability.

FUNDRAISING AND COMMUNITY DEVELOPMENT

- Serve as the primary fundraising officer. Develop the organization's fundraising strategy, including expansion of fundraising targets and methodology. Actively lead all aspects of fund development.
- Build new partnerships with corporations and foundations.
- Promote HFC and introduce the organization to the larger community. Develop strategic partnerships within the veteran community.

PROGRAM MANAGEMENT

- Oversight for the daily management of HFC's on-going operations and on flights. Be an engaged leader in risk management and execution.
- Collaborate with key leaders in creation of a detailed timeline and major milestone flight calendar.
- Instruct, engage, and collaborate with volunteer groups and guardians to ensure the success of every flight.
- Collaborate with veteran groups to ensure the purpose and mission of HFC is shared with and offered to the diverse Central Ohio community.
- Ensure HFC is in compliance with National Honor Flight Network.
- Represent HFC at annual Honor Flight Network Summit.
- Identify and arrange public communication opportunities.
- Oversight of HFC technology and systems.



DESIRED QUALIFICATIONS:

- Strong strategic and operational planning and execution skills, including demonstrated people leadership and development (of both employees, volunteers and non-employees)
- Excellent communication skills (verbal and written)
- History of support/involvement with veteran community
- Successful history of collaborating directly with boards and outside stakeholders.
- Financial management knowledge and demonstrated success in organizational financial management
- Demonstrated success in design and implementation of charitable development activities
- Active knowledge of Sales Force

REQUIRED:

- Demonstrated passion for serving veterans and the mission of HFC
- Proven leadership and management of major events
- Proven ability to lead, manage, inspire and develop a diverse staff and volunteer base
- Proven ability to collaborate at all levels
- Demonstrated ability to successfully identify and creatively fundraise and manage budgets.
- Strong public speaker
- Demonstrated ability with written and social media communications

Candidates passionate about service and who are excited about growing an organization should send their resume to HFCcmhHR@gmail.com