



The Quilts of Valor® Foundation is seeking an Executive Director to begin salaried employment July 1, 2021 or shortly thereafter. QOVF is a well-established, national foundation held in high esteem within the quilting, military Veteran communities. Our membership of over 9,000 nationwide is strongly dedicated to fulfilling the Foundation's Mission: *to cover Service Members and Veterans touched by war with comforting and healing Quilts of Valor*. Please review the requirements and job description below and consider joining the QOVF team at the executive staff level. Residence in Iowa is not a requirement.

Please submit your Executive Director application, including three (3) letters of recommendation, to executive.search.committee@qovf.org by June 1, 2021.

Qualifications and Requirements for Quilts of Valor Executive include:

- ★ Transparent and high integrity leadership.
- ★ Bachelor's Degree or the equivalent in life experience.
- ★ Five or more years nonprofit (specifically 501c3) management experience.
- ★ Solid, hands-on, budget management, including budget preparation, analysis, decision-making and reporting.
- ★ Ability/Experience to work remotely and to conduct meetings via teleconference options.
- ★ Ability to travel if necessary.
- ★ Working knowledge of federal laws as it applies to the nonprofit sector in fields of finance, HR, IRS, trademarks, and the nuances and peculiarities of the non-profit business world.

QOVF BY-LAWS specifically pertaining to the Executive Director.

Section 8.07. Executive Director Powers and Duties. The Executive Director is appointed by the Board of Directors. The functions and responsibilities of the Executive Director are:

- ★ Implementing the goals of the Foundation as set by the BOD.
- ★ Communicating with the Board of Directors regarding activities at all levels within the Foundation.
- ★ Recruit, evaluate, develop and discipline (as required) the executive staff.
- ★ Identify and negotiate relationships with potential partners, supporters and donors. Submit potential contracts and memoranda of understanding to the Board for consideration and approval.
- ★ Serve as the primary point of contact for complaints and comments from members, staff and the public. Handle complaints in compliance with the Policies & Procedures.

Quilts of Valor Foundation | PO Box 191 | Winterset, Iowa 50273 | www.QOVF.org

Our Mission: to cover Service Members and Veterans touched by war with comforting and healing Quilts of Valor. The Quilts of Valor® Foundation is a non-profit organization established and operated in accordance with section 501(c)(3) of the US Internal Revenue Code.

- ★ Providing direction for the operation of the Foundation to the Executive Staff, State Coordinators, local Group Leaders, and volunteer members.
- ★ In consultation with the BOD and the Executive Staff, coordinate the delivery of the Foundation's message.
- ★ Monitoring the Foundation's branding, use of the Foundation's logo, content of communications and handle instances of trademark infringements.
- ★ Implement the core values, standards, policies, and procedures of QOVF.
- ★ Serve as editor of the Foundation's official newsletter.
- ★ Set the example of professional behavior at all time.

Policies and Procedures specifically pertaining to the Executive Director

4.2 Functions and Responsibilities of the Executive Director

- A. Implement the goals of the Foundation as set by the Board of Directors;
- B. Communicate with the Board of Directors regarding activities at all levels within the Foundation;
- C. Recruit, evaluate, develop and discipline (as required) the Executive Staff;
- D. Identify and negotiate relationships with potential partners, supporters and donors. Submit potential contracts and memoranda of understanding to the Board for consideration and approval;
- E. Serve as the primary point of contact for complaints and comments from members, staff and the public. Handle complaints in compliance with the Foundation's policies;
- F. Provide direction for the operation of the Foundation to the Executive Staff, State Coordinators, Group Leaders and volunteer members;
- G. Executive Staff responsibilities:
 1. Take responsibility for recruitment, oversight and release of Executive Staff members;
 2. Ensure that an effective management team is in place; and
 3. Develop, maintain and encourage open and effective communications with meaningful and appropriate feedback.
- H. In consultation with the Board of Directors and the Executive Staff, coordinate the delivery of the Foundation's message;
- I. Monitor the branding, use of the Foundation's logo, the content of communications and handle instances of trademark infringement
- J. Budget and finance responsibilities:
 1. Keep the Board of Directors fully informed about significant developments and achievements of the Foundation's programs;
 2. Develop and direct effective communication with the public and members so that the Foundation's goals and achievements are widely and accurately publicized;
 3. Direct and oversee sound working relationship and cooperative arrangements with other volunteer groups and organizations;
 4. Represent the Foundation with current and potential supporting organizations and the general public;
 5. Work closely with the Board of Directors to maintain sound financial policies and communicate them to the Executive Staff, State Coordinators and Group Leaders;

6. Work with Staff (paid and volunteer) and the Board of Directors to develop effective budgets and oversee the Foundation operates within budget.
- K. Special committee responsibilities:
 1. Work with the Board of Directors to implement or direct fundraising programs, which may include community outreach and development of corporate partnerships to generate revenue and public awareness; and
 2. Through the Executive Staff or personally, engage state and local volunteers to plan and execute special events and outreach initiatives.
- L. Implement the core values, policies, and procedures of the Foundation;
- M. Serve as the editor-in-chief of the Foundation's official newsletter;
- N. Welcome new members;
- O. Set the example of professional behavior at all times.

Please submit questions you may have to executive.search.committee@govf.org.