

Quilts of Valor Foundation

Assistant Executive Director

Full Time - Remote

\$50,000/ year

Reports to the Executive Director

The Quilts of Valor Foundation (QOVF) is a 501c3 non-profit organization with the mission of covering servicemembers and veterans who have been touched by war, with comforting and healing Quilts of Valor.

QOVF is seeking a full time Assistant Executive Director who will work closely with the Executive Director, staff, organization members and volunteers, to fulfill the organization's mission.

Specific functions and responsibilities of the Assistant Executive Director are:

- Recruiting and supervising Coordinators and Group Leaders.
- Communicating with Executive staff as needed.
- Communicating with the Executive Director as needed.
- Assisting the Executive Director in communicating the standards, policies, and procedures of the Foundation to all members.
- Assisting the Executive Director in handling personnel or local member group issues.
- Managing projects as assigned by the Executive Director.
- Setting the example of professional behavior at all times.

Required Qualifications:

- Strong communication skills, both written and verbal.
- Strong people skills.
- Strong organizational and management skills.
- The ability to motivate and encourage others.
- Computer skills, including Word processing, email and spreadsheets, and a willingness to gain proficiency in the Foundation's software/management systems, video/phone conferencing, NAMS, and Google Workspace.
- Willingness to learn.

Preferred Qualifications:

- Bachelor's Degree
- A minimum of three years of experience in a related field
- Human Resources experience

This position requires a self-motivated individual who can manage multiple projects at one time, along with strong communication skills to navigate the extensive network of members and volunteers within the organization.

Email a cover letter and resume to lexie.millikan@qovf.org