



Nellis Area Charitable Association

P.O. Box 9785, Nellis AFB, NV 89191 | nellischaritable.org | admin@nellischaritable.org

Nellis Area Charitable Association Executive Director Position Description

Executive Board of Directors (EB) Elected; non-voting member

Board of Directors (BOD) Elected; non-voting member

Supervises Thrift Shop Staff, Deputy Executive Director, Chief Administrative Officer, Chief Finance Officer, Chief Marketing Officer, Chief Charitable Officer, Chief Outreach Officer

Indirectly Supervises Airman's Attic Chair, Cinderella's Closet Chair, Programming Chair, Scholarship Chair, Grant Chair, their committees and onsite volunteers.

Committees Ex-officio member of all committees

Administration

1. The Executive Director guides the NACA in day-to-day operations. She/He is responsible for NACA interaction with organizations outside of the NACA – base, local and national. She/He presides over NACA meetings unless a specific chair is appointed.
2. Oversee the Onboarding of the Board of Directors that includes a review of the Constitution and ByLaws, Position Descriptions, Budget, Elections, Google Drive Tutorial, Media Training, and Thrift Shop Operations.
3. During initial onboarding, collaborate with the Board of Directors to establish annual priorities and strategic objectives for NACA to be summarized in an end of year annual report.
4. Oversee the Board of Directors' review of the Constitution and Bylaws within the first 90 days of the board year specifically for NACA.
5. Consult with the Chief Administrative Officer on all matters pertaining to proper procedures and rules IAW Robert's Rules of Order Newly Revised (RONR) if matters are not covered in the Constitution and Bylaws (C&B) or Policies & Procedures (P&P)
6. Ensure that all organizational insurance policies, including but not limited to general liability and directors and officers (D&O) coverage, are reviewed regularly and maintained in good standing.
7. Renew Nevada Charitable Registration with the Nevada Secretary of State on an annual basis.
8. Ensure the annual completion and documentation of conflict of interest disclosures by all board members and key personnel, in accordance with organizational policy and regulatory requirements.
9. Develop and publicize an annual impact report that summarizes key accomplishments, program outcomes, volunteer engagement, financial performance, and community impact for distribution to stakeholders, partners, and the Board of Directors and online media.
10. Take responsibility for the Executive Director email address, check daily and respond in a timely manner.
11. Become acquainted with the NACA Google Drive and make updates as appropriate.
12. Be thoroughly familiar with the position descriptions of every position in order to assist board members with understanding their duties and how to set goals.
13. In case of Deputy Executive Director, Chief Outreach Officer or Chief Charitable Officer vacancies, perform or delegate their duties until filled.
14. Attend all EBoD, BoD and Special Committee meetings and Volunteer Events. Notify the Chief Administrative Officer if unable to attend any event or meeting.
15. Shall file the appropriate paperwork to obtain a Volunteer Common Access Card through the military installation. Maintain the email account that is associated with it. Have one military computer set up by the military for use.
16. Oversee the Outboarding of the Board of Directors that includes budget closeout, google drive document filing, and end of year reporting.



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17. Create, Review, and Edit a Volunteer Engagement Strategy in conjunction with the Deputy Executive Director that includes review of all volunteer positions and policies, a volunteer recruitment event at the beginning of the board year, and a volunteer engagement event at the end of the board year for all volunteers of the entire organization.
18. Request volunteer recognition input from BoD monthly and seek out ways to highlight volunteers with the Deputy Executive Director both on base, off base, statewide, and nationally for volunteers of NACA.
19. Oversee the updating of the Handbooks for all onsite volunteers of the Thrift Shop, Airman's Attic and Cinderella's Closet.
20. Maintain an inventory list, in conjunction with the Deputy Executive Director, of items owned by NACA in conjunction with the Chief Outreach Officer, Airman's Attic Chair, Cinderella's Closet Chair, Thrift Shop Manager, and others as necessary.
21. Complete annual mandatory fire extinguisher training.

Finance

22. Be cognizant of the operational and philanthropic budget at the beginning of the board year and the mid year point. Call any special budgetary meeting as requested by the CFO or deemed necessary throughout the board year. Any questions can be directed to the Deputy Executive Director or Chief Financial Officer.
23. Sign all NACA bank signature cards. Gain access and become acquainted with online banking.
24. Sign all Thrift Shop bank signature cards. Gain access and become acquainted with online banking.
25. Co-sign as necessary, checks, vouchers, contracts, external grant requests and private organization fundraising form requests (open to the public) for the NACA with the responsible BoD.
26. Ensure the CFO has filled quarterly Private Organization Financial Paperwork with Nellis AFB.
27. Ensure the CFO has filed the required taxes as a 501(c)3 organization or outsource an accountant as necessary.
28. Ensure the CFO has an outside auditor to audit the financials if meeting the financial threshold to do so IAW FSS/PO Guidelines.
29. Ensure the CFO is keeping all programs and expenses under budget.
30. Submit budget requests to the CFO at the initial and mid year budget review.

Marketing

31. Be added as an administrator on all websites and social media pages and turn over account administration at the end of the term.
32. Reserve the right to review/approve all publicity releases and announcements.
33. Oversee and ensure the Chief Marketing Officer has a marketing plan for the board year and encourage all board members to submit marketing needs to that chair.
34. Provide Marketing any requests to highlight key accomplishments of programs and volunteers of NACA.

Charitable

35. Act as official representative for NACA at Nellis AFB for any charitable disbursements if the Deputy Executive director or Chief Charitable Officer are unable to attend.
36. Oversee Philanthropic efforts. If no Chief Charitable Officer or their programs are available, the Executive Director may elect to shutter only one of the philanthropic programs for the year with approval from the Board of Directors.. The Executive Director is required to provide at least one philanthropic program from the organization per year whether it is by Grants or Scholarships. The Executive Director shall bring to the Board of Directors what and how that will be implemented for a vote.

Outreach



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37. Act as official representative for NACA at Nellis AFB as requested or delegate to the Deputy Executive Director or Chief Outreach Officer as necessary.
38. Oversee Outreach and fundraising efforts. If no Outreach Chair or their programs are available, the Executive Director may elect to shutter the program for the year with approval from the board. The Executive Director is not required to fulfill all programs and targeted outcomes if there is not an Outreach team in place.
39. Apply for fundraising opportunities, sponsorship, or grant requests at their discretion if the Deputy Executive Director or Chief Outreach Officer are unable to or decline.

Thrift Shop

40. Review and edit all job descriptions for Thrift Shop employees and have them approved by the Board of Directors.
41. Present all employment actions for the Thrift Shop to the Board of Directors.
42. Set wages for all Thrift Shop Employees and have them approved by the Board of Directors.
43. Oversee the training of Thrift Shop Staff members on volunteer engagement as well as training them to be knowledgeable on all of our philanthropic endeavors.
44. Approve payroll for Thrift Shop employees.
45. Solicit applications and interview applicants for the Thrift Shop Manager position.
46. Approve all documents generated by the Thrift Shop Manager and assist the Thrift Shop Manager with publicity and advertising items as needed.
47. The Thrift Shop Manager may also participate in soliciting applications and interviews for positions under the Thrift Shop as approved by the Executive Director.
48. Assist Thrift Shop Manager with maintaining all NACA keys, garage door code, and sign-out lot sheets, liability and workers compensation.
49. In charge of putting Thrift Shop work orders if the Thrift Shop Manager is unable to.