



Nellis Area Charitable Association

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

Nellis Area Charitable Association Chief Charitable Officer Position Description

Executive Board of Directors (EB) No

Board of Directors (BOD) Elected; Voting member

Supervises Grant Chair, Scholarship Chair

Indirectly Supervises Grant Committee Members and Scholarship Committee Members

Committees - Constitution and ByLaws, Budget, Position Descriptions, Programming, Grants, Scholarships

Administration

1. The Chief Charitable Officer (CCO) oversees NACA's philanthropic efforts as determined by the Deputy Executive Director and Executive Director.
2. Be responsible for the legal, ethical, and moral distribution of grant funding to base, city, state and national organizations.
3. Be responsible for the legal, ethical, and moral distribution of scholarship funding to all approved scholarship recipients.
4. Attends 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.
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. Take responsibility for the CCO NACA email address, check daily, and respond in a timely manner.
7. Become acquainted with the NACA Google Drive.
8. Be cognizant of the official document called the Constitution and Bylaws (C&B).
9. Upload a monthly board report to the Google Drive>Board Reports folder by 11:59pm the Thursday before the monthly meeting.
10. Be thoroughly familiar with the position descriptions of the Chief Charitable Officer, Grant Chair, and Scholarship Chair. Advise changes to these position descriptions at the beginning of the board year.
11. Recommend Grant and Scholarship Chair appointments.
12. In case of Grant Chair and Scholarship Chair vacancies, perform duties until that chair has been appointed.
13. Attend Board of Directors meetings as required. Notify the Chief Administrative Officer if unable to attend.
14. Attend all Grant and Scholarship meetings.
15. Attend Programming, Special Committee meetings, and Volunteer Events as available.
16. Attend Outboarding of the Board of Directors that includes budget closeout, google drive document filing, and end of year reporting.
17. Submit volunteer highlights for all chairs and their volunteers monthly to the Deputy Executive Director.

Finance

18. Review and make recommendations to the operational budget at the beginning of the board year and the mid year point.
19. Ensure all operational expenses are spent by the end of the board year and your portion of the budget has not gone over the allotted amount.
20. Review and make recommendations to the philanthropic budget at the beginning of the board year and the mid year point to be approved by the Board of Directors.



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21. Ensure all Charitable expenses are spent by the end of the board year and your portion of the budget has not gone over the allotted amount.
22. Ensure the majority of the philanthropic budget has been spent at the end of the board year.
23. Go over the budget at the beginning and middle of the year with both the Grant Chair and Scholarship Chair. Ensure they understand where the funding comes from and their monthly funding.
24. Keep monthly contact with the CFO to ensure the Chairs have updated budgets.

Marketing

25. Be familiar with and follow the NACA website as well as all social media sites. All the listed media will be created in conjunction with the Chief Marketing Officer.
26. Work with the Chief Marketing Officer to publish all publicity releases and announcements as approved by the Deputy and Executive Director.
27. Provide input regarding Grants and Scholarships to the Chief Marketing Officer to incorporate into the yearly marketing plan.
28. Provide Marketing any requests to highlight key accomplishments in your programs.

Charitable

29. Supervise the Grant Chair including: reviews and updates to the budget, Handbook, Operating Policies & Procedures, and respective position descriptions and their volunteers; giving guidelines; recruitment and approval of committee members; distribution of funding; collection of receipts; yearly grant meeting schedule; and administration of the grant program.
30. Request updates from the Chair to include in your monthly report.
31. Ensure the Chair works with marketing to promote the Grant Program as needed.
32. Supervise the Scholarship Chair including: reviews and updates to the budget, Handbook, Operating Policies & Procedures, and respective position descriptions and their volunteers; giving guidelines; recruitment and approval of committee members; distribution of funding; administration of the scholarship program, monthly meetings, and scholarship ceremony.
33. Request updates from the Chair to include in your monthly report.
34. Ensure the Chair works with marketing to promote the Scholarship Program as needed.

Outreach

35. Act as additional representative for NACA at Nellis AFB or elsewhere as requested or available.
36. Attend Outreach meetings and events as requested or available.
37. Be knowledgeable of how the Airman's Attic operates, who the lead volunteer is, and hours of operation.
38. Be knowledgeable of how the Cinderella's Closet operates, who the lead volunteer is, and hours of operation.
39. Be knowledgeable of upcoming Programming events and who the lead volunteer is for each event.

Thrift Shop

40. Be knowledgeable of how the Thrift Shop operates, who is employed there, and their hours of operation.