

Nellis Area Charitable Association

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

Nellis Area Charitable Association Deputy Executive Director Position Description

Executive Board of Directors (EB) Elected; Voting member

Board of Directors (BOD) Elected; Voting member

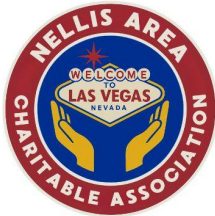
Supervises - If directed by Executive Director - Chief Administrative Officer, Chief Finance Officer, Chief Marketing Officer, Chief Charitable Officer, Chief Outreach Officer

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

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

Administration

1. The Deputy Executive Director guides the NACA in day-to-day operations as directed by the Executive Director. She/He is responsible for NACA interaction with organizations outside of the NACA – base, local, and national.
2. Assists the Executive Director in 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. Assist the Executive Director in ensuring 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.
4. Assist the Executive Director in ensuring 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.
5. Assist the Executive Director in developing and publicizing an annual impact report that summarizes key accomplishments, program outcomes, volunteer engagement, financial performance, and community impact for distribution to stakeholders, partners, the Board of Directors, and online media.
6. Assist the Executive Director in tracking and reporting progress toward annual priorities and strategic objectives throughout the board year.
7. Assist the Executive Director in identifying and addressing potential operational risks or compliance issues in collaboration with the Chief Administrative Officer.
8. Maintain and update a Deputy Executive Director continuity file containing key contacts, resources, procedures, and a timeline to support a smooth transition at the end of the term.
9. Assists the Executive Director in the Board of Directors' review of the constitution and Bylaws within the first 90 days of the board year specifically for NACA.
10. Assist the Executive Director during initial onboarding by collaborating with the Board of Directors to establish annual priorities and strategic objectives for NACA, to be summarized in the end-of-year annual impact report.
11. 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)
12. Take responsibility for the Deputy Executive Director NACA email address, check daily and respond in a timely manner.
13. Become acquainted with the NACA Google Drive.
14. Be thoroughly familiar with the position descriptions of every position in order to assist the board of directors with understanding their duties and how to set goals.



Nellis Area Charitable Association

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

15. In case of Chief Outreach Officer or Chief Charitable Officer vacancies, perform or delegate their duties until filled. Alternatively shutter programs with board approval if unable to fill positions.
16. Attend all EBoD, BoD, Committee meetings, and Volunteer Events. Notify the Chief Administrative Officer if unable to attend any event or meeting.
17. Assists the Executive Director in the Outboarding of the Board of Directors that includes budget closeout, google drive document filing, and end of year reporting.
18. Create, Review, and Edit a Volunteer Engagement Strategy in conjunction with the 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.
19. Manage the Volunteer website and track all volunteer hours. Be the first line of volunteer engagement for new volunteers who sign up online or inquire through social media channels.
20. Request volunteer recognition input from BoD monthly and seek out ways to highlight volunteers in conjunction with the Executive Director both on base such as the 99 Air Base Wing Annual Volunteer Appreciation, off base, statewide, and nationally for volunteers of NACA.
21. Create, distribute, collect, and maintain annual conflict of interest disclosure forms for all board members and key personnel, ensuring compliance with organizational policies and regulatory requirements.
22. Assist with the updating of the Handbooks for all onsite volunteers of the Thrift Shop, Airman's Attic, and Cinderella's Closet.
23. Assist the Executive Director with maintaining an inventory list 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.
24. Complete annual mandatory fire extinguisher training.

Finance

25. Be cognizant of the operational and philanthropic budget at the beginning of the board year and the mid year point. Any questions can be directed to the Executive Director or Chief Financial Officer.
26. Assists the Executive Director in ensuring the CFO has filled quarterly Private Organization Financial Paperwork with Nellis AFB.
27. Assists the Executive Director in ensuring the CFO has filed the required taxes as a 501(c)3 organization or outsources an accountant as necessary.
28. Assists the Executive Director in ensuring the CFO has an outside auditor to audit the financials if meeting the financial threshold to do so IAW FSS/PO Guidelines.
29. Assists the Executive Director in ensuring 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 a moderator on all websites and social media pages and turn over account moderation at the end of the term.
32. Assist the Executive Director in reviewing all publicity releases and announcements.
33. Assist the Executive Director in reviewing the marketing plan provided by the Chief Marketing Officer for the board year and encourages 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. Assist the Executive Director in representing NACA at Nellis AFB for any charitable disbursements if the Chief



Nellis Area Charitable Association

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

Charitable Officer is unable to attend.

36. Assist the Executive Director in Philanthropic efforts if needed or requested.

Outreach

37. Act as secondary representative for NACA at Nellis AFB as requested or delegate to the Chief Outreach Officer as necessary.
38. Assist the Executive Director in Outreach and fundraising efforts if needed or requested.
39. Assist the Executive Director in applying for fundraising opportunities, sponsorship, or grant requests at their discretion if the Chief Charitable Officer is unable to or declines.

Thrift Shop

40. Train Thrift Shop Staff members on volunteer engagement as well as training them to be knowledgeable on all of our philanthropic endeavors.
41. Assist the Executive Director in reviewing and editing all job descriptions for Thrift Shop employees and have them approved by the Board of Directors.
42. Assist the Executive Director in presenting all employment actions for the Thrift Shop to the Board of Directors.
43. Assist the Executive Director with payroll for Thrift Shop employees.
44. Assist the Executive Director with soliciting applications and interviewing applicants for the Thrift Shop Manager position.
45. Assist the Executive Director with approving all documents generated by the Thrift Shop Manager and assist the Thrift Shop Manager with publicity and advertising items as needed.
46. The Thrift Shop Manager may also participate in soliciting applications and interviews for positions under the Thrift Shop as approved by the Executive Director.
47. Assist Thrift Shop Manager with maintaining all NACA keys, garage door code, and sign-out lot sheets, liability and workers compensation.
48. Put in Thrift Shop work orders if the Thrift Shop Manager or Executive Director is unable to.