

JOB LOCATION: WASHINGTON D.C.
TITLE: Deputy Executive Director
DEPARTMENT: Executive Offices
SUPERVISOR: Executive Director

GENERAL DESCRIPTION:

The organization's Deputy Executive Director acts as the second most senior employee of the corporation and is responsible for advising and assisting the Executive Director in the overall operation and management of the corporation's programs and activities. In addition, the Deputy serves as the Executive Director during the absence or incapacity of the Executive Director.

REQUIREMENTS:

Bachelor's degree in business/management or equivalent experience required. The candidate must have excellent communication skills, have the ability to motivate/lead, and be an effective public speaker. The incumbent should have direct experience in management, budgeting, forecasting, and problem solving.

Must be able to maintain diplomatic, cordial and cooperative relations with staff, officers, directors and members of the corporation. Previous work experience within PVA, at either the National or Chapter level is preferred. The candidate must be able to travel within and outside of Washington, DC and must be a member of PVA.

TO APPLY, PLEASE SUBMIT:

Cover letter which includes the following:

- Membership status with the Paralyzed Veterans of America or a statement regarding your eligibility and Chapter affiliation if applicable
- Reason for your interest in the position, your management style, and how you plan to fulfill your management responsibilities.
- A resume detailing your education, experience and accomplishments;
- Contact information for at least 3 references that we can contact regarding your qualifications for this position
- Two writing samples that were created within the past six (6) months
- Salary requirements.

Interested candidates may send their packet to the Office of Human Resources Management via email to: careers@pva.org.

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