



## THE SOUTH ATLANTIC CENTER FOR VETERANS EDUCATION AND TRAINING, INC.

**POSITION:** EXECUTIVE DIRECTOR

**OPEN DATE:** 1 DEC 2010

**CLOSING DATE:** OPEN UNTIL FILLED

**FEDERAL CONTRACTOR:** NO **TYPE OF BUSINESS:** NON-PROFIT

**MAILING ADDRESS:** P. O. BOX 5051, COLUMBUS, GEORGIA 31906

**CONTACT PHONE #:** 706-593-3393 **E-MAIL:** [AHARRISON@GCVRET.ORG](mailto:AHARRISON@GCVRET.ORG)

**JOB LOCATION:** CUTHBERT, GEORGIA **PUBLIC TRANSPORTATION AVAILABLE:** NO

**TESTING REQUIREMENTS:** Drug , Alcohol, Background, Credit

**EDUCATION:** M.A., MS., Ph.D.

**TEMP – TO-PERM:** **Work Hours:** 8

**NUMBER OF OPENINGS AVAILABLE:** 1

### **GENERAL RESPONSIBILITIES:**

Fully responsible for operation of the Center, within the guidelines of the Executive Committee of the Board of Directors.

### **DUTIES AND RESPONSIBILITIES:**

1. Personnel - hire, supervise, train, terminate; arrange adequate staffing for 24 hours/day operations.
2. Resident Services - arranges to meet basic needs of residents (food, shelter, etc.), assures adequate assistance, case management, etc.
3. Fiscal Management - prepares draft of annual budget, implements budget approved by Board, oversees all subcontracts.
4. Community Relations - links the Center to appropriate support agencies, including VA Medical Centers, DVA offices, governmental agencies, et al; works with neighborhood organizations.

### **QUALIFICATIONS:**

Degree from a four-year college, 5-10 years related experience/training relative to senior level leadership and management would be acceptable as a substitute for education. Supervision of at least eight staff members. Well-rounded background in administration, strategic planning, fund raising, staff management and operation of a nonprofit organization serving disadvantaged persons. Strong language skills and the ability to reason well. Cost-conscious. Strong trouble-shooting skills. Able to supervise large staff. **Veteran preferred.**