



Executive Director

Alabama Veterans Resource Center Foundation

Job Title: Executive Director

Location: Montgomery, Alabama

Position Type: Full-Time

The Alabama Veterans Resource Center Foundation seeks a dynamic Executive Director to lead its mission of supporting veterans and their families across Alabama. The ideal candidate will oversee fundraising initiatives, forge strategic partnerships, and manage daily operations for this 501(c)(3) organization. This full-time position, based in Montgomery, requires experience in nonprofit leadership, community engagement, and a deep understanding of veterans' needs.

The Executive Director will play a vital role in ensuring veterans receive essential support services, helping them transition successfully to civilian life. For specific responsibilities and qualification requirements, please refer to the Executive Director job description attached.

Please submit a cover and resume by **November 7, 2025**, to the point of contact identified below.

Alabama Department of Veterans Affairs
Attn: Wade Morrison
P.O. Box 1509
Montgomery, AL 36102

Resumes can also be emailed with the cover sheet to:
wade.morrison@va.alabama.gov

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Reports To: Alabama Veterans Resource Center Foundation Board of Directors

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About the Alabama Veterans Resource Center Foundation

The Alabama Veterans Resource Center Foundation is a 501(c)(3) established to support the purpose and programming of the Alabama Veterans Resource Center (AVRC).

The AVRC is a statewide, sustainable resource hub dedicated to providing comprehensive support for Veterans and their families. Its mission, and the mission of the Foundation, is to ensure Veterans have a successful civilian life by connecting them to essential support services, including job placement, benefits navigation, and holistic well-being programs. The AVRC is a State of Alabama commissioned entity.

Position Overview

The AVRC Foundation Executive Director (ED) will be responsible for developing and implementing fundraising strategies, managing partnerships with the AVRC Foundation to provide services to Veterans, and administering the day-to-day operations of a 501(c)(3) organization.

This role requires an understanding of Veterans' needs, non-profit management, and public-private partnerships. The ED should have experience in fundraising, community engagement, and working with private sector partners.

Key Responsibilities

Fundraising and Financial Management

- Develop the annual budget, in cooperation with the Treasurer, subject to approval by the Board
- Develop and implement a comprehensive fundraising strategy that encompasses donations, grants, and targeted initiatives to support specific programs and services at the AVRC Foundation.
- Oversee financial management of the organization and ensure compliance with financial policies, manage accounts, and submit reports to the Board, as required.
- In coordination with the Board, cultivate and maintain relationships with donors, sponsors, and funding organizations.
- Coordinate with AVRC on priorities and strategies. Provide consultation to AVRC as needed, either directly or by contract with a service provider.
- Establish process for contracting with outside entities to provide programs, services, and consultants through the Foundation.

Programming and Support

- In coordination with AVRC, develop a plan for providing programs and services to Veterans and their families, with funding from the Foundation.
- Develop strong partnerships with veteran-serving organizations, government agencies, and community groups.
- Identify and develop programs to serve Veterans.

Board Relations

- Work collaboratively with the Board to develop strategies and implementation plans for fundraising, programming, and AVRC support.
- Manage meetings and communication with the Board as required in the bylaws. This may include setting agendas and organizing meetings.
- Assist in the recruitment, orientation, and development of Board members.
- Inform and advise the Board regarding current trends, challenges and opportunities that are important to the Foundation's mission and operations.

Staffing and Human Resources:

- Maintain the necessary financial, human resources, and other management and administrative policies and procedures for the organization and bring relevant policies to the Board for review and approval.
- Develop a comprehensive staffing plan and recruit, hire, and retain qualified personnel.
- Provide supervision, coaching, and professional development opportunities for staff.
- Foster a collaborative and supportive work environment that promotes employee well-being and growth.

Advocacy and Promotion to Veterans

- The ED and Board members will be public advocates for the AVRC. On request, the ED or Board members could make presentations, attend events, and participate in activities.
- Develop and execute marketing and communication strategies to promote the support services to Veterans, their families, and the broader community.
- Leverage various media channels to raise awareness about the AVRC's services and impact.
- Engage with community leaders, organizations, and stakeholders to build support and advocacy.

Qualifications

- Bachelor's or master's degree in Non-Profit Management, Business Administration, or a related field.
- At least five or more years of experience in senior leadership management, workforce development, or related field.
- Proven track record of successful fundraising and financial management.
- Strong understanding of Veterans' issues, benefits, and resources.
- Excellent communication, interpersonal, and public speaking skills.
- Demonstrated ability to build and maintain relationships with diverse stakeholders.
- Strategic thinker with strong problem-solving and decision-making abilities.
- Commitment to the mission and values of the AVRC.

Compensation/Benefits

The position will pay a competitive salary and will include an attractive benefits package. **To apply interested individuals should submit a letter of interest, detailed resume and salary requirements.**

ARVC Foundation is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, (including sexual orientation and gender identity), national origin, disability, age, veteran's status, or any other characteristics protected by law.