



POSITION DESCRIPTION

Position Title: Vice President of Programs & Services

Location: Washington, DC 20005, Flex-Work Eligible in Washington, DC; Remote-Work Eligible

Salary: Based on experience and location (\$100,000+)

Travel: High

About the Organization

Student Veterans of America (SVA) is a 501(c)(3) higher education non-profit, headquartered in Washington, DC. With a mission focused on empowering student veterans, SVA is committed to providing an educational experience that goes beyond the classroom. Through a dedicated network of more than 1,500 on-campus chapters, SVA aims to inspire veterans by connecting student veterans with a community of dedicated chapter leaders. Every day these passionate leaders work to provide the necessary resources, network support, and advocacy to ensure student veterans can effectively connect, expand their skills, and ultimately achieve their greatest potential. For more information, visit us at www.studentveterans.org.

Summary

SVA is seeking to fill a full-time Vice President of Programs & Services (VP) position with an exceptionally bright, multitasking, dynamic, and fast-learning individual to lead SVA's Programs & Services team. The VP will have overall strategic and operational responsibility for all program and service areas. The position will be part of the senior management team which drives the comprehensive strategy for the organization and represents SVA on a local and national basis. The VP reports directly to the CEO and operates with the Chief of Staff to execute the program and service goals and strategy of the organization. The VP will oversee and execute the programs and services of SVA, including but not limited to the SVA Annual National Conference, Regional Summits, the Leadership Institute, and chapter leader liaisons. The VP will provide guidance and direction on chapter consultations, scholarships, and programmatic elements of Washington Week. The VP will provide support, expertise, and stewardship on the development of underlying grants and sponsorships associated with the individual and collective programs while working directly with the CEO to shape the future of SVA programs and services.



Responsibilities

- Actively work with the CEO, Chief of Staff, and senior management team to enhance, expound and implement an organizational vision as established in SVA's Strategic Plan.
- Have primary responsibility for ensuring ongoing programmatic excellence and inclusivity to empower the chapter leaders at SVA's more than 1,500 on-campus chapters.
- Demonstrate consistent quality of budget management and administration, fundraising, communications, and systems through recommended timelines and resources needed to achieve program and service goals.
- Provide leadership in the creation of inter-team communication and cohesiveness, sustaining culture and supporting team members during organizational growth.
- In coordination with the VP of Development, support the expansion of revenue generating and fundraising activities to support current programs and the growth of SVA while helping to cultivate existing relationships and develop new funder relationships.
- Manage relationships with external partner organizations.
- Work with the VP of Research to ensure proper evaluation and outcome reporting of all programs and services.
- Develop the necessary systems, processes, and tools to better support the facilitation, collection, and sharing of knowledge that is generated by SVA programs and services.
- Attract, develop, coach, and retain high-performance team members, empowering them to elevate their individual level of responsibility, span of control, and performance.
- Oversee department team members to develop systems to ensure consistent, high-quality project management.
- Assist SVA departments as a senior leader in the organization and work collaboratively with senior management team to integrate cross program functions and service activities.
- Perform other duties as assigned.

Education and Experience

The VP will be thoroughly committed to the strategy of Student Veterans of America. All candidates should have demonstrated leadership, coaching, and relationship management experience as well as strong success managing external relationships. The ideal candidate will have integrity, a positive attitude, be mission-driven, and self-directed with a demonstrated passion for the mission of SVA and a commitment to working collaboratively with a management team of senior professionals. Specific areas of expertise sought include:

- *Program Leadership and Management.* The VP will have taken a hands-on approach in leading a variety of initiatives. The ideal candidate will have a track record of effectively leading a performance-based and outcome-based program and staff. They will have developed and operationalized strategies that have taken a program or organization to the next stage of growth.



- *Team Building and Development.* The VP will have recruited, managed, and developed a strong team of staff, program/project managers, and development professionals. This individual will serve as a “player-coach” to motivate and mentor their team.
- *Exceptional Communication and Influencing Skills.* As a voice and advocate for SVA, the VP will have strong written and verbal communication skills. They will be a persuasive, credible, and polished communicator with excellent interpersonal and multidisciplinary project skills. This individual must work collaboratively with internal and external partners in other organizations, providing exposure for program impact in a variety of professional situations. They should have the ability to demonstrate a presence and comfort in classroom settings, meetings, panel discussions, and keynote addresses. Ideally, this person will have served as an effective spokesperson at the national level.
- *Experience in Implementation of National Programs.* The VP will need to implement programs at the national level while ensuring timelines are met. This individual will work with other VPs within the organization to promote, attract, and implement national-level programs.

Additional Qualifications:

- Advanced degree with at least 10 years of management experience
- Experience in leading a virtual team
- Experience in managing third-party vendors to assist in the implementation of programs
- Experience in negotiating contracts with hotels and travel agencies
- Project Manager Professional (PMP) is a plus
- This role has a strong preference for a military veteran or someone who has experience working directly with military veterans and their families
- Demonstrated fundraising experience with the ability to engage a wide range of stakeholders including SVA chapter leaders, advisory groups, coalitions, forums, higher education associations, foundations, corporate sponsors, and external partners
- Able to coordinate a variety of constituencies, manage multiple tasks simultaneously, and thrive in a complex environment with multiple priorities
- Ability to work effectively in collaboration with diverse groups of people
- Ability to take initiative and operate as a team player who can interrelate and operate effectively with peers and other team members within a collegial, yet demanding, work environment
- Exceptional judgement, and apparent leadership skills

Requirements and Benefits

This position is located at SVA’s National Headquarters in Washington, DC but is eligible for flex or remote work. SVA is currently operating under a remote work policy due to COVID-19. SVA offers medical, dental, and vision insurance as well as a 401k retirement plan and match.



Application

Email resume, cover letter, and salary requirements to careers@studentveterans.org. Please include "VP of Programs & Services" in the subject line. SVA is an Equal Opportunity Employer.