

Financial Administrator and Media Manager

Job Description:

The North Carolina National Guard Association, a nonprofit (C)(19) organization whose mission is to garner support for the NC National Guard's role in state and national security, and improves its members' quality of life. The North Carolina National Guard Association achieves its mission through three primary programs of Membership, Benefits, and Advocacy, is accepting applications for the Position of Financial Administrator and Media Manager.

The North Carolina National Guard Association is looking for an energetic, creative, and flexible individual who can play a key role in the media management and membership growth of the organization while also providing detail oriented management of the Association's finances to include accounts payable and receivable. In this role, you will work with a small full-time staff, board of directors, and volunteer staff to grow membership and expand the services and programs provided to our Association members. You will be expected to work independently but in collaboration with management and membership to build media awareness across a number of platforms while managing the day-to-day financial operations of the organization.

The position's other main duties included serving as the primary contact for membership matters, to include corporate membership, and to serve as the primary lead on event management on a predictable basis.

The position is exempt position with normally requiring no more than 40 hours/week. Traditional work hours will be between 7:30a-4:00p Monday through Friday, with occasional night, holiday and weekend work required in performing the duties of this position.

Duties and Responsibilities:

Bookkeeping and website, organizational marketing and social media management

- Responsible for supporting record keeping, filing and State reporting

Responsible for creation/updating of marketing materials of the NCNGA for:

- Legislative functions
- Membership
- Corporate Membership
- Production of Tarheel Guardsman magazine (bi-monthly)
- Submitting updates to website
- Membership Drive
- Marketing of events, programs and services

Responsible for membership:

- Monthly membership reports
- Yearly membership awards
- Annual membership dues – collection and billing each year
- Life membership dues – collection and billing quarterly
- Distribute membership printouts as requested
- Address changes, as received

- Benefits implementation

Job Requirements:

- Exceptional work ethic, experience in professional setting with executive level exposure in environment requiring confidentiality.
- Use time productively, maximize efficiency and meet challenging work goals.
- Excellent interpersonal skills and the ability to understand and communicate with individuals in the United States Armed Forces and their families.
- Ability to clearly articulate the North Carolina National Guard Association mission in oral and written form.
- Extensive working knowledge of current Microsoft Office Suite and Google Docs.
- Demonstrated ability to exercise sound judgement related to controversial and/or culturally sensitive subjects. Ability to handle confidential information with tact and poise.
- Exemplary customer service, organizational and telephone skills. Ability to prioritize tasks, think independently and strategically with high level of attention to detail.
- Valid driver's license and access to reliable transportation is required.
- Work requires walking, standing, sitting, lifting, reaching, stooping, bending, pushing, pulling and climbing a stepladder to manage small supply warehouse. Must be able to lift and support weight of 25 lbs. in handling supplies.

Preferred Qualifications:

- Minimum of 3 years familiarity with the military community.
- Previous experience in working with nonprofits a plus.
- Event coordination experience helpful.
- Ability to work as part of a team or independently on specific projects.
- Strong proponent of North Carolina National Guard Association's mission of supporting active military personnel, military retirees and their families.

Send resume with letter of interest to Larry@ncnga.org. NOTE: All applicants must have their letter of interest and resume submitted by November 17th, 2019. **No Phone Calls Please**