

CONCERNED WOMEN *for* AMERICA

Director of Field Operations

POSITION CONCEPT

The purpose of the Director of Field Operations is to develop the growth and effectiveness of CWA grassroots volunteers nationwide.

The Director of Field Operations reports to CWA's Chief Operations Officer.

The person in this position manages the Field Operations Department staff, the State and Area Directors, their steering committees, and the entire network of Prayer/Action Chapters and Influencers around the country.

The Director of Field Operations must work out of the CWA national office in Alexandria, Virginia.

POSITION GUIDELINES

There are eight basic task responsibilities as part of this position. They are:

1. Promoting CWA growth and effectiveness
2. Monitoring Field activities for CWA
3. Supervising and overseeing the CWA field staff
4. Developing and training competent leadership in the states for CWA
5. Traveling, speaking, and recruiting to promote Field growth and effectiveness
6. Overseeing the Field's participation in national initiatives and projects
7. Promoting the CWA grassroots both in the national office and in the states
8. Other special projects as directed

In addition:

1. Assisting state/area directors in programs, activities, financial matters, etc.
2. Providing information for "action" for CWA leaders
3. Motivating state leaders at all levels
4. Approving and helping develop strategy for legislative action in the states
5. Approving Field leaders and processing leadership applications
6. Overseeing publication of the monthly publication, the *Influencer Monthly*
7. Working with the directors to develop strategies for growth in Chapters and leaders

8. Working in collaboration with other CWA departments to advance CWA's vision and mission
9. Effectively messaging the work of the state leaders through email, web posts, and social media platforms

QUALIFICATIONS

1. Must be a people person, able to manage different volunteer personalities to optimize performance
2. Five years of work experience; working with grassroots preferred
3. Creative self-starter, goal-oriented, and able to work under pressure at times
4. Strong leadership, communication, interpersonal, and organizational skills
5. Ability to learn and teach new processes and procedures
6. Strong writing and public speaking skills
7. Deep faith and discernment
8. Able to work with Microsoft Word, Excel, PowerPoint, and Outlook
9. Bachelor's degree required; Master's preferred
10. Must be able to travel

About Concerned Women for America

We are the nation's largest public policy women's organization, and we lead a movement dedicated to impacting the culture for Christ through education and public policy. CWA promotes Biblical values and Constitutional principles through prayer, education, and advocacy.

Application Process

To apply, first familiarize yourself with CWA's website (www.concernedwomen.org). Email a copy of your cover letter and resume/CV to Mario Diaz, COO and General Counsel, at mdiaz@cwfa.org along with any questions you may have.

A message from Penny Nance, CEO and President of Concerned Women for America



As CEO and President of CWA, I would like to thank you for your interest in joining us on our journey to impact our culture for Christ as the voice of conservative Christian women across America. CWA's vision of a world in which every human life is valued, family is sacred, and our nation's history is honored is at the core of who we are. We are always looking to join hands with experienced professionals who want to add their energy to our work and are so pleased you are considering Concerned Women for America as your potential employer. The position Director of Field Operations is a high-level managerial position that is critical to our mission and vision. I welcome your interest in joining a diverse, talented, professional, and motivated team.