



State Director

Description

The primary role of a State Director is to represent the national organization, acts as the liaison between their respective state and the organization's national office by leading their state's support team (SST) in various aspects including, but not limited to:

- Report to the organization's national office designated representative
- Promote the organization's mission in getting the word out to those the volunteer knows or feel that would be interested in what we do (individuals, businesses, other groups/organizations, etc.).
- Lead the support team within their state to accomplish the administrative and coordination efforts of Guardian Angels for Soldier's Pet.
- Assist in the recruiting of the team volunteers and foster home caregivers within their state
- Assist with foster home coordination and pet placement efforts within their state.
- Ensure communication is maintained with the potential foster homes and those foster homes (Guardian Angels) fostering a specific pet(s) through the organization's Foster Home program.
- Establish a working relationship with state/local media, military community (base leaders, FRGs, MWRs, PAOs), other veteran organizations (VFW, DAV, Purple Heart, American Legion, military retiree associations), other groups/organizations (i.e., Elks, Rotary, Lions, etc.), and the business community to assist in our mission.
- Maintain a state tracking workbook (provided by the organization) related to potential foster homes, MSM pet submissions, fostered pets, missions' accomplished (pets reunited with owner), along with maintaining a state contact list of the state team volunteers and other contacts including but not limited to: media, military, and other groups/organizations.
- Provide a "Monthly Activity Report" for their state summarizing pet placements, reunions, closed pet submissions, FHs requesting to be dropped, and other activities performed on behalf of Guardian Angels for Soldier's Pet.
- Provide a "Monthly Time Reporting" document showing their hours spent and the associated activity on behalf of Guardian Angels for Soldier's Pet.

Skills

- A passion to help our military service members, veterans, and their beloved pets plus work with others who share this passion.
- Be a self-starter, has excellent organizational, interpersonal, and management skills, plus be able to work independently and as a "Team" player.
- Follow and adhere to the organization's mission, purposed, operating procedures, and organizational policies/guidelines.
- Previous volunteer nonprofit managerial experience helpful.
- Able to commit to 1-year minimum in this role.
- **Estimated Time Per Month:** averaging 25-30 hours.