



Chief Executive Officer (CEO)

Operation Stand Down Tennessee (OSDTN) is seeking a passionate, experienced individual with strong leadership and managerial skills to plan and execute the mission of this premier Veterans service organization, as well as build and sustain local, state, and national relationships with organizations in the Veteran service ecosystem.

OSDTN, a 501(c3) tax exempt organization, has been serving Veterans in Middle Tennessee for over 30 years. The organization has a dedicated, passionate staff of 75 team members, serving Veterans from 3 offices strategically located in the 20 counties of service. OSDTN has an \$8M operating budget, funded primarily through federal grants, state grants, corporate gifts, foundations, and individual donors.

The Chief Executive Officer (CEO) has full responsibility for planning and executing the long-range goals of the organization, as determined by the leadership and the Board of Directors. They will execute the agency's mission through leadership and collaboration with the Chief of Staff (COS), Chief of Development and External Affairs (CDO), Chief of Programs (CPO), and a Chief of Finance (CFO).

The salary range is \$130,000 to \$150,000. The successful candidate will be able to assume the role on or about 1 February 2025.

DUTIES:

1. Lead the organization to keep its mission, vision, values and strategies focused and communicated to staff, clients, funding agencies, donors, volunteers, and the community.
2. Keep the Board of Directors informed on the condition of the organization and on issues influencing the leadership and the staff and collaborate with the board in development of the strategic plan and execute the plan accordingly.
3. Manage the broad internal and external operations of OSDTN in a fiscally responsible manner and within legal and regulatory requirements; oversee fidelity of grant programs.
4. Ensure a diversified funding base to operate and support all OSDTN programs; with the Chief of Development and External Affairs (CDO), maintain the quality of annual giving, expand corporate, foundation, and individual giving.
5. With Chief of Finance, Finance committee, and senior leadership team, develop fiscal policies and the annual operating budget.

OSDTN is an equal opportunity employer.

6. With the CPO, COS, and CDO design metrics to measure client and development efforts.
7. With the CPO and COS, hire and maintain qualified staff and develop and execute operating policies and procedures, performance evaluation system, and staff training.
8. Manage and improve OSDTN's visibility and relations with the general community including agencies supporting the homeless community, funding agencies, donors, volunteers, clients, and all others who support OSDTN's mission; Represent OSDTN to the community through outreach, presentations, media exposure, events, and correspondence.
9. Cultivate relationships with local, regional, and national institutions working within the Veteran service ecosystem.
10. Perform other related duties as assigned to ensure the efficient and effective functioning of the organization.

RELATIONSHIPS:

1. The CEO reports to the Board of Directors.
2. The CEO is an ex-officio member of the Executive Committee and the Board of Directors, with a voice but not a vote on board matters.

QUALIFICATIONS:

- A Veteran of the Armed Forces is strongly preferred.
- Strong, established relationships within the Veteran and military community preferred.
- Master's degree in business, public administration, health, or related fields.
- Ten years' experience in senior management of a nonprofit, foundation, government agency, or leading business preferred.
- Broad capacity for global thinking and creative problem solving.
- Ability to make decisions and develop a course of action based on analysis of data.
- Excellent organizational and time management skills.
- Familiarity with Veteran service ecosystem in the Middle Tennessee region and nationally.
- Excellent communication and interpersonal ability, including presentation, writing, and public speaking skills
- Compassionate, energetic, and team focused.

BENEFITS:

- 30 days PTO and 12 paid holidays.
- Subsidized medical, dental, and vision.
- 401K.
- Collaborative, passionate, energetic team, and culture.

Please email your resume and cover letter to executivesearch@osdtn.org. No phone calls please.

OSDTN is an equal opportunity provider of services and an equal opportunity employer-Civil Rights Act of 1964 and Americans with Disability Act of 1990. If you require support or adjustments during the job application or interview process, please contact us via email at jobs@osdtn.org or call 615-248-1981 and ask for HR. OSDTN is committed to complying with federal and state laws regarding individual needs, ensuring reasonable accommodations for applicants and candidates who may require assistance.