



Wyakin Warrior Foundation Position Description

Position Title: Director, Wyakin Warrior Academy [San Diego]

FLSA Status: Exempt

Department: Wyakin Academy [San Diego]

Reports to: Executive Director

Effective Date: February 2013

Position Summary:

The mission of the Wyakin Warrior Foundation (WyWF) is to enable severely wounded or injured veterans achieve personal and professional success as business and community leaders. Reporting to the WyWF Executive Director, the Wyakin Warrior Academy Director (WWAD) leads all facets of the San Diego Wyakin Academy. The WWAD is integral in the establishment and implementation of the Wyakin Warrior Foundation program in the San Diego area. The WWAD is responsible for the overall recruitment, hire, leadership and supervision of Academy staff and volunteers. The WWAD provides effective leadership, guidance and support to Academy students. S/he assists the Executive Director in identifying and implementing program enhancements, in monitoring program progress, and in positively promoting the organization. The WWAD ensures execution of the organization's mission.

Desired Outcomes:

- The Wyakin Academy San Diego office is established
 - A network comprised of highly-skilled, motivated staff and volunteers, and highly-engaged corporate supporters is established in the San Diego area
 - A fully-functional Wyakin Warrior program is established, providing quality service to severely wounded or injured veterans in the San Diego area
 - Wyakin Academy student enrollment increases at a reasonable pace
 - Wyakin Academy students and their families are provided exemplary service and support
 - Wyakin Academy quality standards, policies and procedures are established and enforced
 - Wyakin Academy volunteers are highly qualified, trained, engaged, and fully supportive of the organization's mission. The number of volunteers involved is adequate and meets organizational needs
 - Employees are well-trained and well-informed of WyWF expectations concerning performance and service provision standards
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Academy Director will possess:

- An understanding of post-secondary education programs, and the importance of education and training in career seeking
- Superior administrative organization, and management skills, including the ability to design and review programs aimed at enhancing employment opportunities for Wyakin Warriors
- Unwavering commitment to quality programs, and data-driven program evaluation
- Thorough attention to detail and commitment to accuracy
- Excellence in program management with the ability to develop and manage high-performance teams, set and achieve strategic objectives, and manage a budget
- Thorough commitment to the Wyakin Warrior Foundation's mission
- Proven leadership, coaching, and relationship management experience
- Action-oriented and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, compassion, and excellent work ethic

- Commitment to excellent customer service provision

Position Responsibilities (Essential Functions):

- Develop and execute a plan for the establishment of the San Diego Wyakin Warrior Academy
- Direct all aspects of program implementation. Locate and acquire Academy office space. Work closely with local universities and community colleges in establishing service-provision program. Develop outreach campaign targeting potential students and supporters
- Recruit, hire, and train Academy staff. Ensure adequate and effective training is available to all volunteers
- Supervise staff and volunteers in daily operations of Wyakin Academy
- Establish and implement service-provision policies, procedures, and safety guidelines. Clearly and accurately communicate performance expectations with Academy staff. Implement an effective performance review and feedback system
- Ensure established organizational guidelines are followed
- Monitor, evaluate, and report progress and effectiveness/outcomes of various aspects of the Academy including student scholastic progress, the mentor program, student service projects, volunteer recruitment, and overall program outcomes
- Assist in the development and ensure compliance with Wyakin Academy budget
- Develop and coordinate student instructional seminars
- Ensure accuracy, effectiveness, and efficiency in the procurement, maintenance and inventory of Academy equipment
- Maintain up-to-date knowledge of professional practices in service-provision field by attending necessary workshops, events, or training seminars
- Assist Executive Director in the promotion of the Wyakin Academy by giving public presentations, attending fund raising, media, or other public events, and contributing in the production of newsletters or other promotional materials
- Interface with, and cultivate relations with, professional and community partners
- Various other duties as assigned

Position Scope:

Number of Employees Supervised: Directly: 4 Indirectly: 0
 Number of Volunteers Supervised: Directly: 1-5 Indirectly: hundreds

Annual Budget/Expenditures Accountability: \$1M
 Geographic Information: Primary responsibility in San Diego County, CA

Minimum Qualifications (Position Requirements):

Relevant Experience, Education, Certification, Skills, and Knowledge Incumbent Must Possess to Perform Job Adequately

- Master's degree with 3-5 years of related or similar experience is desired.
- Proven success in the planning and implementation of a multi-faceted program or project
- Proven success in effectively leading a local and/or regional performance and outcomes-based organization and staff
- Proven success in working with a volunteer-based organization or project. Ability to cultivate existing volunteer relationships
- Strong public relations experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal skills

- Proficient with office productivity software (e.g. Microsoft and Google products)
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Physical Requirements, Mental, Equipment & Working Condition Elements:

Incumbent must be able to:

- Travel to represent the organization at conventions, conferences, meetings, and special events related to the support of severely wounded, injured, and/or ill Veterans
- Regularly interact with physically wounded and/or emotionally challenged military veterans
- Use the computer, calculators, keyboards, telephone, and other office equipment in the course of normal workday.
- Consult with supervisors, subordinate staff, or volunteers at all times unless otherwise arranged
- Be flexible and adaptable in successfully managing the organization's growth.

The above statements are intended to describe the general nature of work performed by the employee(s) in this job. Specific duties and responsibilities may vary by position.