

# Army Auxiliary Activation Project

## National Headquarters Directorate Opportunities

### Help Build the Organization That Could Shape the Future of Civil Defense

The Army Auxiliary Activation Project is now accepting applications from experienced professionals interested in serving as **National Directors** within our National Headquarters.

These are **volunteer, unpaid, appointed executive leadership positions** responsible for building and leading the functional directorates that will form the foundation of our organization. While the Army Auxiliary has not yet been authorized by Congress, we are committed to building a professional nonprofit organization today that reflects the standards, discipline, and leadership expected of a future national organization.

We are not looking simply for subject matter experts. We are looking for **executive-level leaders** who have demonstrated the ability to organize people, develop programs, establish policy, manage resources, mentor future leaders, and build organizations capable of serving on a national scale.

As with any successful nonprofit, the quality of our organization will ultimately be determined by the quality of the individuals selected to lead it.

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### Nature of the Position

National Directors are **volunteer, unpaid, appointed executive leaders** who serve at the pleasure of National Headquarters. They are not employees of the organization and receive no salary, wages, or other financial compensation for their service.

Appointments are made by National Headquarters based upon demonstrated leadership ability, executive management experience, subject matter expertise, professionalism, integrity, and commitment to the mission. These positions are **appointed—not elected**—and are not awarded based solely upon military rank, years of service, academic degrees, or technical certifications.

*National Directors are expected to:*

- Develop and lead their assigned national directorate.
- Establish national policies, procedures, and standards.
- Develop doctrine, manuals, and training programs.
- Recruit and mentor qualified personnel within their specialty.
- Provide technical advice to National Headquarters.
- Coordinate with State and Area Coordinators.

- Assist in developing the long-term organizational structure of the Army Auxiliary Activation Project.
- Participate in public education efforts promoting civil defense and community resilience.
- Assist National Headquarters in building relationships with Members of Congress, federal agencies, veterans organizations, civic leaders, and other stakeholders whose support will be important in advancing the organization's long-term objectives.

As the organization grows, National Directors may ultimately oversee nationwide programs supporting hundreds or even thousands of volunteers.

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## **National Directorates**

We are currently seeking qualified applicants for the following National Director positions:

- Administration
- Personnel and Human Resources
- Training and Education
- Operations
- Civil Defense and Community Resilience
- Emergency Management
- Medical Services
- Chaplain Corps
- Legal Affairs
- Logistics
- Communications (Amateur Radio / Emergency Communications)
- Information Technology
- Public Affairs
- Legislative Affairs
- Finance
- Development and Fundraising
- Safety and Risk Management
- Inspector General
- Professional Standards
- Cadet and Youth Programs
- Recruiting and Member Development
- Planning and Doctrine

Additional directorates may be established as organizational needs dictate.

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## Minimum Qualifications

Applicants should possess:

- Significant executive, managerial, or supervisory leadership experience.
- Demonstrated success managing organizations, departments, divisions, or major programs.
- Excellent written and verbal communication skills.
- Strategic planning and organizational development experience.
- Experience supervising employees, volunteers, or subordinate leaders.
- Strong organizational and administrative abilities.
- High ethical standards, integrity, and professionalism.
- A commitment to mentoring future leaders.
- Demonstrated subject matter expertise within the directorate for which they are applying.

Preference will be given to applicants with senior leadership experience in government, military, business, healthcare, education, emergency services, nonprofit organizations, or other complex organizations.

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## Required Knowledge, Skills, and Abilities (KSAs)

Applicants must submit a separate written response to each of the following Knowledge, Skills, and Abilities (KSAs). Each response should consist of **at least two to three well-developed paragraphs** describing your experience through specific examples, measurable accomplishments, and demonstrated leadership. (Spelling, grammar, word use and punctuation counts.) If you have no real and documented experience in any of the KSA areas, please say so. Kindly do not provide us with a “puff” response.

Because we are building a new nationwide organization, the vast majority of applicants are unknown to us. We generally have no knowledge of your previous accomplishments or leadership experience. Simply listing a position title or describing your job duties is not sufficient.

Instead, tell us what you accomplished while serving in those positions. Explain the challenges you faced, the actions you took, the decisions you made, and the measurable results you achieved. Your responses should help us understand not only what positions you have held, but what kind of executive leader you have proven yourself to be.

### **KSA 1 – Executive Leadership**

Describe your executive or senior management experience leading organizations, departments, divisions, or major programs. Include the approximate number of personnel supervised, organizational size, scope of responsibility, budgets managed, and measurable accomplishments achieved under your leadership.

## **KSA 2 – Subject Matter Expertise**

Describe your education, professional experience, certifications, and accomplishments related to the National Directorate for which you are applying. Explain why you believe you are qualified to lead that functional area.

## **KSA 3 – Strategic Planning and Organizational Development**

Describe your experience developing strategic plans, organizational policies, long-range objectives, and building successful programs or organizations.

## **KSA 4 – Program Development**

Describe programs, policies, training systems, manuals, certification programs, or organizational initiatives you have created, implemented, or significantly improved.

## **KSA 5 – Personnel Leadership**

Describe your experience recruiting, supervising, mentoring, motivating, evaluating, and developing employees, volunteers, supervisors, instructors, or managers.

## **KSA 6 – Budget and Resource Management**

Describe your experience managing budgets, equipment, facilities, grants, contracts, or other organizational resources.

## **KSA 7 – Communication and Public Representation**

Describe your experience conducting meetings, public speaking, teaching, preparing technical or policy documents, communicating with senior leaders, and representing organizations before government officials, community organizations, or the media.

## **KSA 8 – Interagency Coordination and Partnership Development**

Describe your experience working collaboratively with government agencies, military organizations, emergency management, healthcare organizations, nonprofit organizations, businesses, educational institutions, or other strategic partners.

## **KSA 9 – Organizational Innovation and Problem Solving**

Describe a significant organizational problem you identified and solved. Explain your approach, the actions you implemented, and the measurable results that followed.

## **KSA 10 – Vision for Your Directorate**

If appointed National Director, describe your vision for your directorate over the next three years. Explain how you would organize the directorate, recruit personnel, establish standards, develop training, create policies, and measure success.

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## **Application Package**

Applicants should submit the following:

### **1. Cover Letter (1–2 well-developed pages)**

Your cover letter should explain:

- Why you are interested in serving as a National Director for the area you select.
- Why you believe you are qualified.
- Your leadership philosophy.
- Your vision for your assigned directorate.

### **2. Professional Resume or Curriculum Vitae (CV)**

Your resume should clearly document:

- Executive and leadership positions held.
- Organizations served.
- Approximate number of personnel supervised.
- Management responsibilities.
- Significant accomplishments.
- Military, civilian, nonprofit, volunteer, or public service experience.
- Education, licenses, certifications, and professional training.

### **3. Written KSA Responses**

Prepare a **Microsoft Word document** containing your responses to each of the ten KSAs.

### **4. Professional References**

Provide **three to five professional references** capable of verifying your executive leadership and management experience.

Include:

- Name
- Position or Title

- Organization
- Telephone Number
- Email Address
- Relationship to you

References should be individuals who have directly observed your leadership performance.

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### **Submission Instructions**

Email your complete application package to:

[admin@ArmyAux.org](mailto:admin@ArmyAux.org)

Your submission should include:

- Cover Letter (1–2 pages)
- Professional Resume or Curriculum Vitae (CV)
- Microsoft Word document containing responses to all ten KSAs
- Professional References

### **Subject Line:**

**National Director Application – [Directorate] – [Your Name]**

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### **Selection Process**

Applications will be evaluated based upon:

- Executive leadership ability
- Organizational management experience
- Subject matter expertise
- Strategic planning ability
- Communication skills
- Professionalism and integrity
- Commitment to the mission
- Demonstrated ability to build and sustain successful organizations

Professional references may be contacted, and qualified applicants may be invited to participate in a structured interview with National Headquarters.

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## **Our Commitment**

The Army Auxiliary Activation Project is building more than just another volunteer organization—we are building the foundation for what we hope will become a nationally recognized organization dedicated to strengthening America's civil defense, community resilience, and support to the Nation.

We believe that great organizations are built by great leaders. By maintaining a rigorous, merit-based selection process, we seek to appoint individuals whose leadership, experience, integrity, and vision will establish a strong and enduring foundation for the future Army Auxiliary.

If you have a proven record of executive leadership and are committed to helping build a professional national organization from the ground up, we encourage you to apply.

**Thank you for your interest.**