



## POSITION DESCRIPTION

**JOB TITLE:** Director, Divisions  
**DEPARTMENT:** Meetings, Divisions & Partnerships  
**STATUS:** Exempt  
**REPORTS TO:** Vice President, Divisions

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### POSITION SUMMARY

Supports the governance, strategy, planning, integration and execution of assigned NDIA Divisions under the Meetings, Divisions and Partnerships Business Center. Assumes a leading role as facilitator and interface for all division activities between the Business Center and the Association's Divisions, Chapters, Affiliates, Working Groups, Committees, and Client events.

### Major Responsibilities:

- Responsible to VP Divisions for developing and coordinating innovative initiatives and subsequent lines of effort that support the Division and Association's Vision, Goals, and Strategic Priorities.
- Facilitates development of the value each Division to the NDIA members and Government stakeholders through assisting in the creation of relevant initiatives, content and relationships.
- Assist with tailoring and integrating initiatives and collaborative opportunities across the Association's Divisions, Chapters, Affiliates, Working Groups and Committees as well as external organizations.
- Promotes interfaces and interactions between assigned Divisions and key leaders in government, industry, academia, and think tanks.

### Specific Responsibilities:

- Review with the Division the alignment of its strategy, objectives and relevance in the context of NDIA strategic initiatives and mission.
- Coordinate and support the governance of the Division through regular review and update of its Charter as well as leadership elections and succession planning.
- Assist the development of Division operational guidance as well as NDIA processes, procedures and tools that support Division efforts.

- Working with volunteer leadership, manages assigned division & committee portfolios; including all administrative responsibilities; minutes, leading conference calls, roster maintenance, post event analysis and documentation, etc.
- Facilitates the development of conference, meeting and event themes, purpose statements and content agendas in consonance with Division, Working Group and Committee leadership.
- Identifies and contacts appropriate leaders in DoD, Industry and Academia to support Division, Working Group, and Committee initiatives and objectives.
- Maintain an in-depth knowledge of Division activities, goals, and objectives.
- Facilitate the development and growth of the division by supporting Division-focused membership and volunteer recruitment activities.
- Work in close coordination with NDIA Meetings in the planning and execution of Division, Working Group, and Committee meetings and conferences. Contribute to Division and post-event analysis and summary documentation.
- Conduct local and out-of-town travel as required to support Division, Working Group and Committee events.
- Prepare PowerPoint briefs in support of Division and Membership activities.
- Assist membership and Chapters in understanding Division programs and facilitate interaction.
- Provide Division related briefings to NDIA staff, leadership and membership
- Draft and serve as approval authority for letters and other correspondence in support of Division activities

## **QUALIFICATIONS, KNOWLEDGE SKILL REQUIRED**

- 10 years or more experience in program management, and program roles gained in a non-profit, for-profit, foundation or government setting is desired.
- Experience in leading change and innovation within large and diverse organizations.
- Master's degree in Business or Public Administration, or related field is desired.
- Military or government civilian background preferred.
- Ability to work with many people at different levels in a collaborative and tactful manner is necessary.
- Confident and effective public speaking.
- Personal accountability
- Strong interpersonal and collaborative leadership skills
- MS Office and related or similar expertise
- Personal commitment to NDIA mission and values

**Internal Relationships: Maintains close and frequent contact with the Sr. VP, Meetings, Divisions & Partnerships, VP, Divisions, Meetings Policy & Strategy, as well as, other NDIA teams.**

**External Relationships: Has extensive contact with Division leadership, NDIA BOD members, corporate members, military and government.**

## **ADA SPECIFICATIONS**

This position involves moderate travel of week to 10 days duration and ability to work from off-site. Must be able to travel locally to meetings. This is an office position and may require some bending and lifting and requires the use of a computer and office machines.

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The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

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