

## **DEPARTMENT ADJUTANT POSITION AVAILABLE**

The American Legion, Department of Wisconsin, the state's largest Veterans organization is seeking a Legionnaire for the office of Department Adjutant and lead the professional staff at our Portage headquarters, the Service Office in Milwaukee and Camp American Legion in Lake Tomahawk, Wisconsin. The Department Adjutant is the Chief Operating/Financial Officer and is responsible for the overall efficient, effective, and financially sound management of all aspects of the organization.

We are seeking a flexible, customer service driven candidate. An experienced leader and administrative executive with appropriate industry experience, preferably in the service field. The successful candidate must be an energetic, forward-thinking and creative individual with high ethical standards and an appropriate professional image. This individual should be a strategic visionary with sound technical skills, analytical ability, good judgment and strong operational focus. In addition, the Department Adjutant must be an extremely well organized and self-directed individual who is "politically savvy" and a collaborative leader. The Department of Wisconsin is seeking an intelligent and articulate individual who can relate to people at all levels of The American Legion and possesses excellent written and oral communication skills. This individual should also be a good educator who is trustworthy and willing to share information and serve as a mentor.

Selected candidate will possess bachelor's degree from an accredited college or university in business or closely related field and/or a minimum of ten years extensive business management experience. Work experience must include a thorough understanding of generally accepted accounting principles; computerized accounting systems; supervising and managing people, marketing and business development; and interpretation of legal and regulatory requirements affecting the administration of The American Legion, Department of Wisconsin, a 501 c 19 non-profit organization.

Applicants must possess or be eligible to possess a Wisconsin driver's license and must meet the membership eligibility requirements of The American Legion. A generous benefit package, including health and dental insurance is provided. Salary commensurate with qualifications.

Send resume and contact information by Friday, September 29, 2017 to The American Legion, Department of Wisconsin Attn: Adjutant David A. Kurtz, PO Box 388, Portage, WI 53901 or [adjutant@wilegion.org](mailto:adjutant@wilegion.org).