



American Legion Baseball
Tar Heel Boys State
High School Oratorical
Veterans' Service

THE AMERICAN LEGION
DEPARTMENT OF NORTH CAROLINA
2940 Falstaff Rd • P.O. Box 26657
Raleigh, NC 27611-6657
(919) 832-7506



Scouting
Jr. ROTC
Student Trooper Program
Nursing Scholarships

Now Accepting Resumes for Department Adjutant Position

**7 September
2023**

The American Legion Department of North Carolina is accepting resumes for the position of Department Adjutant.

The American Legion, Department of North Carolina is one of 55 Departments of The National American Legion, a not-for-profit organization chartered by the United States Congress under provisions of the IRS Code 501(c)(19). The Department of North Carolina has a membership of nearly 35,000 and 296 Posts.

The American Legion Department of North Carolina, Inc. (ALDNC) is searching for an exceptional and dynamic department adjutant who will be responsible for the administration of the Department Headquarters and the keystone between the Department and its American Legion posts. The successful candidate should be able to identify administrative risk and provide advice to the Department Executive Committee as to certain administrative concerns. The successful candidate should have the ability to implement the approved strategy and business plans approved by the Department Executive Committee and should have entrepreneurial mindset while maintaining the stewardship to the Department Executive Committee. The ideal candidate for this role will have similar executive, manager business skill sets for a nonprofit organization along with the ability to develop and maintain positive effective relationships with the corporate board of Directors (DEC) and its corporate officers.

The position of the Department Adjutant is a paid appointed office, with the recommendation by the Department Search Committee to the Department Executive Committee. The Adjutant reports directly to the Department Executive Committee.

The successful candidate shall be able to secure a fidelity bond, secure certain licenses and permits as a North Carolina lobbyist and other licensing application requirements such as the annual renewal for solicitation license with the Secretary of State of North Carolina.

Applicants should possess the following qualifications:

Honorably discharged veteran from a branch of the U.S. military.

Shall be a U.S. Citizen.

Shall be a member of The American Legion in good standing.

The successful candidate shall be familiar with the Constitution and Bylaws of the organization and shall seek all advice whether legal or nonlegal from the Department Judge Advocate which could affect the organization.

The successful candidate may serve as an ex-officio member of The American Legion Department of North Carolina Charities, Inc.

Individuals interested in submitting a resume shall mail the resume along with proof of American Legion membership, military service (DD-214 or similar honorable discharge records to the following address: The American Legion, Department of North Carolina, attention Thomas Ehlers, Department Commander, Search Committee of the Department Adjutant, P.O. Box 26657, Raleigh, NC 27611-6657.

All resumes shall be submitted to the Department office no later than September 18, 2023, 5:00 PM.