



CAX COLLABORATION MANAGER

MISSION : Accelerating the Impact of Veterans on Our Communities
VALUES : Resilience | Innovation | Integrity | Inclusivity | Service
REPORTS TO : CAX Institute Director
SUPERVISES : Committee Chairs, Committee Volunteers

Combined Arms is a dynamic, ever-evolving collaborative impact organization that is using an innovative approach to technology and service delivery to disrupt the veteran and military family transition experience; streamlining the connection between veterans and their families from all branches of the military with organizations that serve them.

As a bridge to the community we aim to quickly connect veterans and military families to the holistic ecosystem of support that accelerates their life's transitions and connects them back to the community.

The Combined Arms Institute is elevating the military and veteran-serving ecosystem by investing in the professional development, collaboration and information sharing of the organizations around the nation supporting our veterans and military families.

The Institute focuses on three pillars: 1- Advocacy & Research, 2- VSO 2.0 - taking organizations to the next level in professional development and 3- Collaboration. This position directly leads the third pillar and supports the efforts of the other two.

POSITION SUMMARY :

The Collaboration Manager is responsible for producing a collaborative strategy that is consistent with the goals, mission and values of Combined Arms through the Collaboration Committees. The Collaboration Manager serves as the primary point of contact for the collaboration committees: Professional Growth, Essential Services, Education, Family/Caregiver, Wellness and Social Impact. The

Collaboration Manager trains, supervises, and advises all collaboration committee chairs to share best practices across the state of Texas and seek best practices from around the nation. They are responsible for the strategy and execution of the Local, Regional and National committees that align and reinforce the overall goals of the organization.

In order to lead Combined Arms collaboration committees organizations in national professional development efforts, the Collaboration Manager will need to possess strong leadership skills, organizational skills, and long term strategic planning skills. They will also be responsible for keeping existing member organizations engaged with CAX to ensure success of the program. Finally, the Collaboration Manager will be responsible for establishing professional development for our member organization staff members and innovating new collaboration methodologies. They will ensure member organizations are continuously using Institute programming and implementing new strategies to ensure ongoing engagement.

MANAGEMENT & ADMINISTRATION

- Support Institute Director in developing program goals & objectives consistent with the mission & values of the organization
- Create the strategy for local, regional and national collaboration committees in partnership with the CAX Institute Director
- Develop and manage engagement opportunities for committee leadership, members and participants for CAX Institute programming
- Provide relevant system metrics and data for committee use, along with data reports and progress reports on committee objectives
- Maintain, update, and report all program information into database software
- Collaborate with corporate partners, institutional partners, non-profits, and military-support organizations (MSOs) and veterans-service organizations (VSOs) to create cross-sector partnerships and programs
- Write all strategic communications as related to the collaboration committees and flex to support other areas of the business
- Provide administrative support as directed by the Combined Arms leadership team
- Serve as an internal and external spokesman for Combined Arms

COLLABORATION COMMITTEES

- Support the CAX Institute Director and leadership team, as well as collaboration committees in developing program goals & objectives consistent with the mission & values of the organization
- Project manage Committee training, objectives, and events in Monday.com

- Manage and implement Community Events as determined by Collaboration Committees and community needs
- Facilitate collaboration between the collaboration committees, member organizations, community allies, and stakeholders.
- Support professional development for member organization staff and Volunteers
- Oversee the development and execution of the annual Convening
- Develop and manage communication plan with collaboration committee leadership and participants
- Manage the succession planning for committee Chairs & Co-Chairs
- Manage participation and engagement of committee leadership and participants

POSITION PREFERENCES EXPERIENCE

- o Understanding military & veteran nonprofit organizations
- o Commitment to diversity, equity & inclusion of the military community
- o Ability to produce high quality work on deadline; comfortable managing multiple projects, priorities and deadlines in a fast-paced environment
- o Keen attention to detail
- o Excellent written, communication and presentation skills; comfortable being the spokesperson to various audiences; demonstrated knowledge of professional correspondence
- o Comfortable working in an ambiguous, dynamic environment
- o Knowledge of customer acquisition and retention strategies
- o Comfortable using software tools or ability to learn new software: slack, canva, GSuite, SurveyMonkey, Hubspot & Salesforce
- o Ability to work both independently and collaboratively
- o Experience or comfort working in a virtual environment
- o May be occasionally required to work nights or weekends as necessary to carry out key job functions - ie support the Combined Arms Convening, LGBTQ Ball, fundraisers and other events (geography dependent)

PREFERRED SKILLS

- o Minimum of a Bachelor's Degree or military experience equivalent
- o Project Management Experience
- o Graphic Design experience
- o Hubspot & Salesforce ninja
- o Texas geography preferred

SALARY RANGE

\$55,000- \$65,000 plus benefits