



2929 McKinney Street, Houston, TX 77003

888.737.3112

combinedarms.us



LOUISIANA REGIONAL MANAGER

MISSION : Accelerating the Impact of Veterans in the Gulf Coast
REPORTS TO : Texas Veterans Network Director
PAY RANGE : \$60,000 - \$70,000

POSITION SUMMARY :

Combined Arms (CAX) is a disruptive backbone organization on a mission to accelerate the impact of veterans & military families, while fundamentally redesigning the military transition process through innovation and collaboration. We streamline the connection between veterans and military-connected individuals and the organizations that serve them, helping our clients not only find needed resources but also connect directly with service-providers faster. The position will help grow our reach to serve more veterans and their families in the Gulf Coast region.

POSITION RESPONSIBILITIES :

Management & Administration

- o Works with Chief Development Officer to identify opportunities for sustainability and growth in the Gulf Coast Region
- o Support Combined Arms leadership in developing program goals & objectives consistent with the mission & values of the organization
- o Provide administrative support as directed by the executive leadership
- o Maintain, update, and report all program information into database software
- o Report monthly on financial and program metrics

Member Engagement

- o Identifies, recruits, and onboards local best in class veteran serving organizations and government agencies
- o Oversee the new member organization pipeline and coordinate the due diligence process with Collaboration Manager
- o Oversee member organization system training, usage, and accountability
- o Train Veterans Service Organizations (VSOs), other CBOs, Local Workforce Development Boards (LWDBs), Louisiana Department of Veteran Affairs (LDVA),



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and other entities to use the Combined Arms shared automated referral system for resource referrals

Community Outreach

- o Develop local veteran community content with the Marketing Manager, including recruitment campaign, creative content for events and community groups, marketing materials for distribution to leaders and at community events, and create innovative opportunities for veterans to connect with community partners
- o Recruit, train, and deploy Community Connectors (Ambassadors) to host events, conduct outreach, and ensure veterans and families are connected to resources via the Combined Arms mobile app and technology platform
- o Attend outreach events like job fairs, resource fairs, and other community events to promote brand and program awareness and introduce the technology platform to community partners, as well as enroll veterans in attendance at these events into the Combined Arms technology platform in real-time

Veteran Engagement

- o Welcome veterans to the community and connect to resources
- o Funnel veterans and families to the Combined Arms shared automated referral system for resource referrals
- o Respond to urgent requests for services and coordinate with Social Services Manager to ensure no veteran falls through the cracks

Desired Characteristics

- o Minimum of a Bachelor's Degree
- 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
- o Comfortable working in an ambiguous, dynamic environment



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- o Comfortable using software tools or ability to learn new software: GSuite & Salesforce
- o Ability to work both independently and collaboratively
- o Experience or comfort working in a virtual environment

Benefits

- o Competitive pay
- o Flexible work environment
- o Generous vacation and sick time
- o Generous holiday schedule (including a paid week off between winter holidays)
- o Maternity/Paternity Leave
- o Professional development, leadership development and events/conferences
- o 100% company-paid health benefits for employees and 50% for dependents
- o Matching 401k contributions up to 3%