

**Virginia State Firefighters' Association (VSFA)  
& Virginia State Fire & EMS Association (VSFEMSA)**

Job Title: Executive Director

Function:

The Executive Director is responsible for assisting the Executive Committee in planning, organizing, coordinating, and directing the activities and functions of the Virginia State Firefighters' Association & Virginia State Fire & EMS Association as determined by the Executive Committee.

The Executive Director is the manager of the VSFA & VSFEMSA and reports to the President of the Association and supports and coordinates the work of the Executive Committee to include the work of the association committees and its officers. The Executive Director is responsible to the VSFA Executive Committee and is hired and/or dismissed by the Executive Committee.

The Executive Director represents the association as a spokesperson giving speeches, appearances, and public information presentations; attends annual conference planning meetings; manages membership development and member service programs. The Executive Director shall represent the Association as a liaison to other professional organizations to include county, city, regional, state, and federal government organizations; councils, boards and committees; as well as to the Association membership as directed. Coordinate meetings between various fire and EMS organizations to include regional as well as statewide. He/she shall be responsible for recruiting and retaining membership to the Association in conjunction with the district representatives. This may also include the work on any periodicals i.e. magazine or newsletters as directed.

Examples of work may include but are not limited to:

1. Serve as a conduit with Association committees, coordinate agendas, timelines and facilitate discussions
2. Coordinate and attend Legislative Committee, Training Committee, Scholarship Committee, Executive Committee, officers meetings and other committee meetings as needed.
3. Recommend and coordinate bylaw changes in conjunction with Bylaws Committee
4. Write Resolutions when requested
5. Develop timelines, distribution, etc. for Nominating Committee
6. Develop pending items list for each Executive Committee meeting
7. Prepare monthly report on what functions he/she has accomplished in previous month
8. Prepare meeting agenda as directed by the President.
9. Coordinate with Secretary putting together, editing, and maintaining a membership directory to include placing it on website
10. Assist with the development and publication of the Red Book annually
11. Coordinate registrations and attends annual industry shows to set up and staff VSFA booth
12. Coordinate placing items on the VSFA website as needed and coordinate the programs and etc. on the website to include updating; provide guidance on the best solutions for a viable website while working in conjunction with the Website Committee.
13. Assist in obtaining various marketing materials for the Association

14. Coordinate with the Souvenir committee the ordering of shirts and etc. for the booth
15. Serve on the Conference Committee, attend meetings, work with various hotels etc. and others as requested by the Committee
16. Business meeting...develop and coordinate agenda and stage setup with Convention Committee
17. Coordinate with the Chaplain in providing the Memorial Service to include programs, pictures of deceased members, bell, and etc.
18. Maintain/update list of Past Presidents and to coordinate and assist with as well as attend the Past Presidents Breakfast
19. Coordinate and help in the selling of convention ads in the programs in conjunction with the Convention Committee
20. Visit with vendors to welcome them and see what needs they may have that have not been addressed
21. Assist as needed with Identifying and obtaining speakers at the annual conference
22. Coordinate, prepare/update presentations, and attend regional fire and ems regional meetings and be prepared to discuss the current happenings of the Association
23. Work with VSFA lobbyist and Legislative Committee to clarify positions, distribute information and write correspondence as needed regarding legislative issues involving the General Assembly
24. Maintain a detailed list of vehicle mileage and other expenses as well
25. Coordinate and seek out conference grants from VDFP, VDEM, Office of EMS and others to include private corporate grants as well

Additional Information:

The position requires a strong initiative and the ability to work independently and must be able to maintain confidentiality of all information. Work environment includes contact with officers, executive committee members, general members, general public and representatives of local, state, and federal government as well as other public and private associations and organizations. The incumbent must exercise discretion and extreme diplomacy when dealing with contacts. Strong customer service and interpersonal skills are essential. The Executive Director must have flexibility to work non-standard work hours as needed.

Qualifications:

A bachelor's degree in a fire service, business, or association management field from an accredited college or university or equivalent experience in a relevant discipline is preferred. Must have a demonstrated vision and partnership with association leadership in creating and achieving organizational goals; Ability to maintain stability during organizational growth/change; Ability to translate concepts into successful programs; Ability to unite groups around issues of common concern; able to work effectively with diverse groups; Superior oral and written communication skills; particularly with regard to external relations/communications; be a good listener, speaker, presenter and effective negotiator; self-motivated; well organized; and willing to assume prudent risks. Computer skills that include proficiency in word processing, spreadsheet and presentation software are preferred.

Must possess the ability to make decisions in accordance with established policies and procedures; must be able to coordinate and organize resources in efficient and effective ways to meet goals; must be able to multi-task. Must be able to travel as needed and should possess a valid motor vehicle operator's license issued by the State of Virginia.

Additional Qualifications:

MUST be willing to plan and execute fund raising events and activities as approved by the Association Officers and Executive Committee and after twelve (12) months of employment as the Executive Director should be bringing in enough receipts /profits from the fund raising to offset his/her annual salary and office expense. This shall include talking with and carrying out activities to bring in corporate donations and sponsorships as well as fire related equipment company donations and other receipts as needed to benefit the operation of VSFA and/or the VSFEMSA.

Salary expectations:

Salary and expense reimbursement shall be agreed upon by both parties prior to being hired. This shall be a part time position and person hired shall be responsible for his/her own state and federal income tax as well as social security on any money received from the Association.