



NVFC Seeks Deputy CEO

Summary:

The National Volunteer Fire Council (NVFC) is the premier nonprofit association serving the volunteer fire, emergency, and rescue services. Today, the NVFC serves as the voice of over one million volunteer firefighters and EMS personnel on Capitol Hill and provides valuable training, programs, and other resources.

The NVFC seeks a full-time Deputy CEO. This position is remote but will ideally be based in the Washington, DC, area near core staff and NVFC functions. This position will be part of the leadership team, helping to oversee NVFC operations including assisting with the budget development process, liaison with our outsourced accounting and audit firms, providing oversight of federal and non-federal grants, assists in acquiring new funding through grants and partnerships, assisting with human resources administration, organization planning, and more.

Strong leadership and team-building skills, attention to detail with excellent written and verbal communications skills are a must along with keen financial acumen and an ability to work well in a small staff, team-oriented environment. The candidate must be able to thrive in a remote working environment with an ability to meet in-person with the CEO and other team members, as needed. The ideal candidate will demonstrate initiative, a desire to grow and learn, possess great organizational skills, and take ownership over their assigned job duties. *Volunteer fire service experience is strongly preferred.* Salary is commensurate with experience.

The NVFC provides competitive pay, an excellent benefits package, a great work atmosphere, work-life balance, and room for personal growth and learning. Location in DC, Maryland, or Virginia, preferred. Send cover letter and resume to: Sarah Lee at sarah@nvfc.org. No calls please. The application period will close April 15, 2022.

Responsibilities:

Development

- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance the Council's mission.
- Develop and maintain a cooperative relationship with major funding sources, both federal and nonfederal.
- Assist in identifying new sources of funding and actions required to obtain funding from identified sources, including the preparation of grant applications and proposals.

Financial Management

- Assist with budget development process and monitoring budgets, and other financial matters.
- Approve the expenditure of funds within budget parameters.
- Oversee all grants, including oversight of budgets.

- Serve as liaison with outsourced accounting firm.
- Assist with annual audit process, serving as liaison with auditing firm.
- Assist in monitoring the organization's indirect cost and fringe rates and managing the application and approval process
- Review and update accounting policies as needed and ensure compliance with these policies.

Internal Operations

- Collaborate with the Chief Executive Officer in essential leadership activities (human resources, administration, and organizational planning).
- Monitor association's operational needs such as insurance coverage, security protocols, compliance with state and federal regulations, etc.
- Identify best practices and improve internal systems with an eye toward future needs and budget realities.
- Develop and implement operational policies and procedures.
- Assist in developing methods for evaluating and measuring the effectiveness of activities.
- Oversee customer support processes and make recommendations to improve these processes.
- Serve as liaison with corporate attorney on legal matters.
- Oversee contractor and vendor agreements.

Public Relations

- Assist in identifying communication and marketing needs for the organization and ensure that these needs are appropriately implemented.
- Works with communications team to develop strategy for marketing, social media, web content, and public affairs.
- Represent the organization to the public, other associations, government officials, key stakeholders, and business partners.
- Review press releases, e-newsletters, and printed materials.

Personnel Management

- Responsible for organization's compliance with federal, state, and local requirements pertaining to all personnel matters.
- Communicate changes to staff, contractors, and/or volunteers in personnel policies and procedures and ensure that proper compliance is followed.
- Assist CEO in establishing and updating job descriptions regularly.
- Assist CEO in the review, preparation, and administration of the organization's wage and salary program.
- Supervise staff, serving as a mentor, coach, and guide.

Program Management

- Assist CEO in overseeing membership functions including membership growth campaigns, retention, surveys, and software needs.
- Oversee grants and projects, ensuring tasks and budget are on track and the organization is compliant with all reporting requirements.
- Contribute to developing programs that advance the health and safety of the organization's membership based on budget realities.
- Analyze relevant data to determine future membership needs and develop programs accordingly.

Qualifications/Skills/Competencies Required:

- Well-respected, with proven management, judgment and communications, industry relations, and association management expertise derived from work with successful organizations
- Knowledge of strategic and operational planning, with strong skills in facilitation and implementation
- Demonstrated abilities in collaborative team-building and consensus-building
- Strong financial skills including proven experience in budgeting with knowledge of indirect costs and fringe rate applications
- Highly organized with the ability to assimilate information quickly, prioritize, and manage multiple projects with high attention to detail
- Excellent oral and verbal communication skills and able to present information persuasively and concisely to different audiences
- Experience with Bill.com, IntAcct, and cloud file systems preferred
- Project management skills to manage schedules and deadlines for ongoing initiatives
- Understanding of association membership, strategic planning, market research, marketing and communication, product development, and decision-making skills
- Energetic, forward-thinking, and creative individual with high ethical standards and professional image
- Ability to operate and manage in a virtual office environment

Education/Experience:

Master's degree preferred; Bachelor's degree (B.A.) from accredited four-year college or university; five to seven years related experience and/or training; or equivalent combination of education and experience. CAE preferred. Volunteer fire service experience is strongly preferred.