



## **NVFC Seeks Chief of Legislative and Regulatory Affairs**

### **Summary:**

The National Volunteer Fire Council (NVFC) is the premier nonprofit association serving the volunteer fire, emergency, and rescue services for more than 45 years. Today, the NVFC serves as the voice of over one million volunteer firefighters and EMS personnel in Congress and the Executive Branch, including the White House, and provides valuable training, programs, and other resources.

The NVFC seeks a highly motivated, full-time Chief of Legislative and Regulatory Affairs. This position is an integral part of the team, works remotely, and is based in the immediate DC-metro area. This position will monitor and advocate for pertinent federal legislative and regulatory activities that impact the volunteer fire/EMS services, develop strategies, position papers, Congressional testimonies, and issue briefs, and actively promote member's interests at all levels of government. The Chief of Legislative and Regulatory Affairs must be articulate in communicating government/regulatory activities to the NVFC's Board of Directors, its membership, and media, and serves as a staff liaison to relevant committees/sections.

The ideal candidate will possess a degree in Political Science, Public Administration, Communications, or related field. Four to six years' experience, including knowledge of Capitol Hill, and first-hand experience working with federal agencies, policymakers, and regulators is required. Candidate must have excellent written and verbal communications skills with an ability to work well in a small staff, team-oriented environment. The candidate must be able to thrive in a remote working environment and have the ability to attend meetings and other events related to the position on Capitol Hill or elsewhere. The ideal candidate will demonstrate initiative, a desire to grow and learn, possess great organizational skills, and take ownership over their assigned project areas. 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. Send cover letter and resume to: Dr. Candice McDonald at [candice@nvfc.org](mailto:candice@nvfc.org). No calls please.

### **Responsibilities:**

- Identify, analyze, and monitor pertinent federal legislative and regulatory activities that impact the fire and emergency services
- Develop strategies, position papers, Congressional testimony, and issue briefs
- Monitor public and media activities relating to key fire service legislative and regulatory issues.
- Actively promote members' interests at all levels the federal government and with standards-making institutions
- Cultivate relationships with key elected and appointed officials, staff, Board of Directors, policy makers, and related leaders
- Build and maintain relationships and coalitions with other organizations

- Communicate government relations activities to NVFC members through written articles and press releases, presentations, and other mechanisms.
- Serve as media spokesperson on legislative and regulatory issues
- Coordinate grassroots activities
- Provide and update content for legislative, regulatory and standards area of website
- Provide presentations on legislative and regulatory activities to organizations upon request
- Attend trade shows and meetings as needed
- Serve as staff liaison to several committees
- Other duties as assigned

**Qualifications/Skills/Competencies Required:**

- Experience dealing with federal agencies, policymakers, and regulators
- Knowledge of strategic and operational planning, with strong skills in facilitation and implementation
- Well-respected, with proven management, judgment and communications, industry relations, and legislative/regulatory expertise derived from work with successful organizations
- Highly organized with the ability to learn quickly, prioritize and manage multiple projects with high attention to detail
- Energetic, forward-thinking and creative individual with high ethical standards and professional image
- Ability to work well under pressure, determine priorities, and produce results
- Excellent oral and verbal communication skills and able to present information persuasively, tactfully, and concisely to different audiences
- Ability to understand importance of the position for the success of NVFC
- Ability to operate and succeed in a virtual office environment

**Education/Experience:**

Master's degree preferred; Bachelor's degree in Political Science, Public Administration, Communications, or related field from accredited four-year college or university; four to six years related experience and/or training; or equivalent combination of education and experience.