



# *Virginia Association of Volunteer Rescue Squads*

## **JOB ANNOUNCEMENT - EXECUTIVE DIRECTOR**

The Virginia Association of Volunteer Rescue Squads, Inc., a non-profit organization founded in 1935, is seeking an innovative leader to assume the position of Executive Director. The Executive Director will report to the VAVRS Executive Board and work directly with the President and staff.

### **Responsibilities**

The Executive Director will have five general areas of responsibility.

#### Organizational

Provide oversight for daily operations, promote professional work product/timely work flow through team leadership, supervision of staff including all human resource functions (in consultation with the HR committee), and assure the continuity of the by-laws, policies, procedures and guidelines that govern the organization.

#### Financial/Fundraising

Oversee and coordinate fundraising projects, apply for state and federal grant funding, work directly with the Treasurer, Finance Committee and Finance Manager to monitor the budget and offer viable methods to maintain a balanced budget.

#### Marketing/Public Relations

Serve as primary spokesperson and outreach coordinator, market VAVRS to attain growth in membership and increase product delivery, and create progressive strategies to foster membership retention.

#### Programmatic

Optimize methods of providing training courses and services to members and non-members, in consultation with committees, Training Officer and Training Coordinator.

#### Legislative

Serve as an advocate for VAVRS through participation in meetings with the Virginia legislature in conjunction with the Legislative Committee and Lobbyist

### **Qualifications**

- Bachelor's degree in a related field
- A minimum of five years of experience managing and motivating a professional staff
- Exceptional organizational and time management skills
- Experience in Human Resource management with knowledge of current employment laws
- Experience in non-profit management preferred
- Emergency Services and/or volunteer leadership background preferred
- Ability to travel throughout Virginia, and work some evenings and weekends
- Experience, with proven results, in fiscal management and grant writing
- Public relations skills to include media exposure and experience with social media

- Ability to work with a diverse population to include urban and rural Fire & EMS agencies (volunteer and career staff), multi-discipline committees statewide, elected & appointed officers
- Experience working with legislative matters and/or governing agencies
- Skills trainer or teaching background a plus
- Must be willing to relocate (no moving expenses allotted)

The VAVRS offers a salary range of 60-65K with an outstanding benefits package. Included are medical (cost-shared), dental and life insurance, retirement plan, and paid holidays/leave time.

To apply, submit a cover letter and current resume by December 11,2020 to:  
[execsearch@vavrs.com](mailto:execsearch@vavrs.com)

To learn more about us, please visit our website at [www.vavrs.com](http://www.vavrs.com)