

The Executive Director of the North Carolina Emergency Management Association (NCEMA) will work with various emergency managers and other professionals to ensure this organization attains identified goals and continues to build the membership base for future success.

Administrative and Intra-Agency

- Assist the Executive Committee with the general direction of organizational operations and programs to achieve the Association's mission and goals.
- Coordinate with the Committees to manage the NCEMA Strategic Plan and report results of progress to the Executive Committee on a quarterly basis.
- Arrange, facilitate, and participate in conferences, Executive Committee meetings, and other meetings as directed by the President or Executive Committee.
- Act as the general point of contact for the NCEMA through phone, email, website, etc.
- Prepare draft agendas for Executive Committee meetings for approval by the President.
- Manage the Association website, membership management, Flickr, and other social media accounts in collaboration with the Technology and Communications Committees.
- Assist in planning and executing Executive Committee initiatives (studies, projects, etc.).
- Assist committees and caucuses to ensure collaboration and membership management.
- Conferences:
 - Assist the Program Committee Chair with preconference planning and attend meetings as needed.
 - Assist the Program Committee with ensuring flow and direction of daily events and guidance of Presidential conference activities.
 - Assist Committees with taking, receiving, and sharing of conference photos, presentations, and conference-related information distribution.
- Ensure legal and regulatory compliance of the Association.

Financial

- Assist the Finance Committee and Treasurer in maintaining consistent cost accounting policies and procedures.
- Assist the Finance Committee and Treasurer in coordinating an annual budget review and periodic forecast updates.
- Ensure that services and funding relationships are robust enough to meet or exceed strategic goals and objectives.
- Initiate the preparation and submission of any applicable tax returns and documents, and maintenance of the Associations 501(c)(6) status in collaboration with the Finance Committee, Treasurer, and the NCEMA tax advisor.

Legislative

- Monitor emergency management related legislative initiatives and report findings to the Executive Committee and membership in collaboration with the Legislative Committee and NCEM Leadership.
- Develop Association initiated legislative priorities in collaboration with the Executive and Legislative Committees.
- Implement lobbying efforts needed to fulfill the Associations approved legislative priorities in coordination with the Executive and Legislative Committees.

Membership Management

- Provide general communication with membership, including but not limited to, email updates concerning legislative matters, conference announcements, and pertinent emergency management related information.
- Create and maintain membership databases and contact lists:
 - Current and lifetime members
 - Committee members to include chairs & co-chairs
 - Other members of the overall EM community within North Carolina

Inter-Agency

- Develop relationships with state and federal agencies, businesses, and other associations.
- Maintain on-going contact with the NC Division of Emergency Management.
- Maintain working relationships with partner organizations including, but not limited to, other State government agencies, NC Association of Fire Chiefs, NC Sheriff's Association, NC Association of Chiefs of Police, NC League of Municipalities, NCVOAD, and others.
- Attend State-level emergency management meetings, conferences, etc. to further personal understanding of issues, programs, and activities of interest to the members of the Association.
- Maintain membership in the International Association of Emergency Managers (IAEM), actively follow the activities of this association, and provide highlights of current issues and activities to NCEMA membership.

Executive Director Qualifications / Skills

The successful candidate shall possess and demonstrate the following qualifications and skills:

- Leadership and management skills
- Ability to multi-task
- Takes initiative
- Ability to work independently
- Creative problem-solving skills
- Enthusiastic
- Flexible
- Organized
- Collaborative
- Fiscally responsible

Education, Experience, and Licensing Requirements

- A bachelor's degree, and/or education and experience equal to a bachelor's degree in Finance, Accounting, Public Administration, or Emergency Management is preferred.
- Some familiarity with non-profit management and/or organization is preferred.
- Five or more years management or supervisory experience preferred.
- Five years' experience in North Carolina as a practitioner or researcher in the field of emergency management.
- Prior membership with the Association or membership on a committee or Caucus is preferred but not required.
- Proficient, or become proficient, within three months of hire date, in the following:
 - Membership Works
 - QuickBooks
 - Zoom
 - Office 365
 - WordPress (website)
 - Flickr
 - Facebook
 - LinkedIn

Salary: \$20,000 - \$26,000 annually (negotiable based on education/experience)

Location: Mostly remote/work from home – some in person attendance is required (NCEMA conferences)

Job Type: Part-time, average of 20hrs/week (1040 hours annually)

Benefits: IAEM annual dues and NCEMA conference attendance covered by NCEMA

Submit resume to

President@ncema.net