



Northern Virginia Emergency Medical Services Council, Inc.

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The Northern Virginia Emergency Medical Services (EMS) Council, a 501(c) 3 not-for-profit public corporation, based in Gainesville, Virginia is currently seeking highly qualified candidates for the position of Executive Director.

The Northern Virginia EMS Council, acting as an agent of the EMS agencies within the region and the Virginia Department of Health Office of EMS, is a mission critical organization in the delivery of emergency medical services in the Northern Virginia and Washington Metropolitan regions.

As the Council's senior operating official, the Executive Director reports to the Council president, executive committee, and board of directors. The Executive Director also provides direct oversight and direction to three other Council staff members.

Specific duties of the Executive Director include, but are not limited to, the following:

- Develop, implement, and coordinate, in conjunction with the Council Board of Directors, a comprehensive EMS system to serve the Northern Virginia Region.
- Maintain relationships and oversee the development of Council contract deliverables with the Virginia Office of EMS.
- Maintain effective liaison relationships with federal, state and local government officials as well as public and private EMS agencies, hospitals and other parties within the region.
- Identify issues affecting EMS and public safety which should receive local or regional attention.
- Effectively manage marketing campaigns that bring awareness to EMS agencies and providers throughout the region regarding Council business and opportunities
- Attend conferences, seminars, and meetings, as necessary. This may require evening and overnight travel.
- Develop and submit appropriate grant applications, reports, and evaluations.
- Organize, direct and supervise work of other staff members.
- Provide professional and technical guidance, advice and assistance to subordinate staff members.

- Manage an annual budget, payroll, financial records and required audits.
- Assist in the planning and coordination of the Rescue Squad Assistance Fund grant application process.
- Assist in coordinating the EMS components in regional disaster exercises and planning.

QUALIFICATIONS DESIRED:

The position requires a Bachelor's degree (Master's degree preferred) in Public Health, Health Administration, Public Administration, Hospital Administration, and/or Community Planning or other related area, as well as 5 years of service being progressively responsible with managerial and/or supervisory experience in EMS or health care planning or other related administrative fields. Experience with coordinating a not-for-profit a 501(c) 3 is a desirable trait.

The applicant should possess a thorough knowledge and understanding of applicable federal, state, and local laws, regulations and programs related to emergency medical services systems.

Additionally, the candidate should have experience with the use and troubleshooting of various information technology hardware, software and systems. The ability to use common workplace applications, the Internet and social media will be fundamental to this job function.

Number of hours per week: 40, typically Monday through Friday, approximately 8 AM to 4 PM. Some evening work and travel required.

Salary range is \$70,000-\$124,974, depending on qualifications. Healthcare and retirement benefits are also available.

Applicants will undergo background, criminal history, driving and credit history checks.

Interested parties should submit a cover letter, resume and salary requests via postal mail (see address below) or by email to: novapresident@vaems.org No phone inquiries please. Applications will be accepted until the position is filled.

Todd E. Lupton, President
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