

# MARYLAND STATE FIREMEN'S ASSOCIATION

*Representing the Volunteer Fire, Rescue and Emergency Medical Services Personnel*



Office of the Executive Director  
2130 Priest Bridge Drive  
Suite 4  
Crofton, MD 21114  
(O) 443-302-2911  
Email: ED@MSFA.org

April 4, 2018

## Employment Opportunity

Position: MSFA Executive Director

Status: Full Time Contractual Position

Salary Range: \$60,000.00 to \$90,000.00  
(Subject to negotiation and based upon qualifications)

Application Time Frame: Closing Date May 15, 2018 (COB)

The contractor shall serve as the Executive Director of the Maryland State Firemen's Association (MSFA) and this individual shall be the chief executive officer of the Association reporting to the Executive Committee via the President. The individual shall: provide leadership and administrative control of all activities performed by the Association and its committees; evaluate the effectiveness of services and programs being provided by the Association; ensure programs adhere to the mission and purpose of the Association as directed by the Executive Committee; respond to requests from the Executive Committee and the President; provide status reports to the Association and its leadership and represent the Association at national, state and local conferences, meetings, training sessions, and other events as determined to have a MSFA presence.

Send Resume and Letter of Interest to:  
MSFA  
Executive Search Committee  
2130 Priest Bridge Drive  
Suite 6  
Crofton, MD 21666

## **JOB DESCRIPTION AND RESPONSIBILITIES**

**Position Basic Description:** Provides leadership for the overall operation of the Maryland State Firemen's Association (MSFA). Implements the policies of the Association and assures that the Association's activities remain within the requirements of the Constitution and By-Laws of the Association and within state and federal laws. Provides guidance and interaction to ensure a smooth transition of this position's introduction into the existing organizational committee-based structure. Develops and administers policies as deemed appropriate by the Executive Committee and maintains the integrity of all Association records, activities and services to its membership.

### **Position Requirements/Skill Required:**

- ❖ A Bachelor's Degree from a regionally accredited college or university in public or business administration or a related field and/or 15 years' experience in leading a comparably sized organization or a combination of training and/or experience in a comparable position.
- ❖ A thorough understanding of budgeting, recordkeeping, and interpersonal skills that will lead to excellence in relationships with members, staff and elected officials.
- ❖ A basic knowledge of the programs and services of the MSFA is desirable.
- ❖ Provision of a clear background check will be expected upon interview.
- ❖ Must have and maintain a valid Maryland driver's license.
- ❖ Work location will be in Crofton, Maryland, at the MSFA Home Office.

### **Primary Duties:**

- ❖ Articulates the mission of the Association.
- ❖ Communicates with members regarding the programs and services of the Association.
- ❖ Implements the policies of the Association as determined by the Executive Committee.
- ❖ Works with all committees of the Association in formulating and modifying policy and procedures, to include periodic planning sessions and workshops.
- ❖ Relates positively with other state organizations that share fire service missions and develops collaborations that aid in carrying out the mission of the Association.
- ❖ Develops an annual operating budget for the Office of the Executive Director and administers that budget, with the approval of the Executive Committee. Provides periodic reports to the Executive Committee and other appropriate committees.
- ❖ Acts as liaison, on behalf of the Executive Committee, in monitoring current or potential fire service and/or Association issues.
- ❖ Works with the Finance Team to assure that all records required of the Association, by state statute and by any related auditing organizations, are maintained and accurate.
- ❖ Works with the Legislative Committee and elected officials in the formulation and advocacy of legislation that is directed at improving the emergency service operation in the state and the needs of the membership.

### **Other Responsibilities:**

- ❖ Represents the Association at state and regional meetings of related organizations and associations on behalf of the membership.
- ❖ Provides training for staff and committee members in articulating the programs and missions of the Association.
- ❖ Provides oversight for the use and accounting of all properties of the Association.
- ❖ All other duties as assigned by the Executive Committee.

## **Executive Director Scope of Work**

The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the President and the Executive Committee of the Maryland State Fireman's Association (MSFA).

### ***Duties and Responsibilities of the Executive Director***

- ❖ Reports to the President of the MSFA.
- ❖ Provides direct support to the President and the Executive Committee of the MSFA.
- ❖ Implements vision and priorities of the MSFA Leadership.
- ❖ Builds relationships and serves as the main point of contact for the MSFA.
- ❖ Maintains intergovernmental relations with federal, state and local agencies and related organizations to foster partnerships to benefit the MSFA.
- ❖ Represents and acts as an advocate on behalf of the Association.
- ❖ Develops and manages programs for statewide conferences and meetings as directed by the President.
- ❖ Provides guidance and assistance to the President and Executive Committee on programs and budgetary matters.

### ***Leadership***

- ❖ Coordinates with the Executive Committee of the MSFA in developing a vision and strategic plan to guide the organization.
- ❖ Identifies, assesses and informs the Executive Committee of the internal and external issues that affect the organization.
- ❖ Acts as a professional advisor to the President and Executive Committee of the MSFA on all aspects of the organization's activities.
- ❖ Represents the organization at community activities to enhance the organization's community profile.

### ***Operational Planning and Management***

- ❖ Develops plans which incorporate goals and objectives that work towards the strategic direction of the MSFA.
- ❖ Ensures that the operation of the MSFA meets the expectations of its member companies.
- ❖ Oversees the efficient and effective day-to-day operation of the organization.
- ❖ Drafts policies for the approval of the Executive Committee of the MSFA and prepares procedures to implement the organizational policies; reviews the existing policies on an annual basis and recommends changes to the Executive Committee of the MSFA as appropriate.

### ***Program Planning and Management***

- ❖ Monitors the planning, implementation and evaluation of the MSFA programs and services to ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Executive Committee of the MSFA.
- ❖ Monitors the day-to-day delivery of the programs and services of the organization to maintain and improve quality.
- ❖ Oversees the planning, implementation, execution and evaluation of the projects as directed by the President of the MSFA.
- ❖ Assists with the development of a multi-year strategic management program to assure solid fiscal survivability of the organization and begin identifying new funding opportunities.