



180 Prosperity Drive, Suite 1
Winchester, VA 22602
(540) 665—0014
lfems@vaems.org
www.lfems.org

Recruitment Announcement

Executive Director

The Lord Fairfax EMS Council is seeking qualified applicants for the position of Executive Director. The Executive Director, as the senior operating official, is directly responsible to the Council's Board of Directors and the Executive Committee, reporting directly to the Board's President as their immediate supervisor.

The director is responsible for organizing, planning, coordinating, directing, and evaluating the efforts of the staff in developing, implementing, and managing the policies, plans, and programs necessary to achieve the goals and objectives of the Lord Fairfax EMS Council, which comprises 6 jurisdictions within the Northern Shenandoah Valley.

Duties include, but are not limited to:

- Serving as a resource to EMS providers, EMS agencies, hospitals, and local governments within the region.
- Supervise and evaluate all EMS Council personnel and manage human resources for the Council to include hiring new staff (in coordination with executive committee), disciplining, and appropriate application of the Council's personnel policy manual.
- Provide fiscal management and accountability for receipts and expenditures for all Council fund activities. Ensure that an annual audit is conducted and that auditor recommendations are reported to the Board of Directors for approval.
- Negotiate and administer Council contracts and ensure that contract requirements are met in a timely manner.
- Prepare and submit all reports required by federal, state, and local agencies to include preparing an annual budget for approval by the Board of Directors.
- Apply for grants as appropriate and administer all grant budgets and funds.
- Facilitate legislative liaison for the Council and maintain contact with elected officials and advise the Board of Directors on pertinent legislative matters.
- Represent the Council and maintain active participation with the Regional EMS Council Directors Group and attend meetings as needed across the Commonwealth to include all pertinent meetings in Richmond, VA.

- Work with all the Medical Directors within the Council region in overseeing development, implementation, and oversight of the EMS pre-hospital delivery system.
- Coordinate all Board of Director meetings and relevant committee meetings with the President and relevant staff.

Knowledge, skills, and abilities needed to perform the position include the following:

- Knowledge of generally accepted accounting principles, personnel management, business correspondence, report preparation, and related computer programs such as Microsoft Office applications and Quickbooks. Some knowledge of computer hardware is also desired.
- Ability to travel within the 6 jurisdictions in the region as well as various locations within the Commonwealth of VA, as well as the ability to adapt to a flexible work schedule that will include some evening and weekend travel and work as needed.
- Ability to maintain professional relationships with volunteer and career EMS providers, agencies, and hospital personnel.

Minimum Education and experience needed should include:

- Bachelor's degree (master's degree preferred) in public health or health care administration or related experience equal to a minimum of 5 years of experience with a non-profit organization and related EMS experience.
- Five years of experience in planning, administering, or operating a state, regional, or local emergency medical services or other health-related entity.
- Broad background in business and health-related administration and/or EMS system design and implementation preferred.
- Must possess and maintain a valid VA driver's license with a good driving record.

The Lord Fairfax EMS Council is a 501(c)3 non-profit organization that provides coordination, training, and support activities for the regional EMS system that includes all localities within planning district 7. The Council acts as a liaison between local stakeholders and the Virginia Office of EMS.

Interested applicants should submit their resume through the Indeed website by [clicking here](#). The deadline to apply is **Friday, January 31, 2025**. Please, no phone calls.

The Lord Fairfax EMS Council is an Equal Opportunity Employer.

