



## Emergency Management Director Position Opening Fall 2014

---

**Job Title:** Emergency Management Director

**Working Hours:**

Monday–Friday 8:00 a.m. – 5:00 p.m.  
(Hours may vary as necessary.)

**Reports To:** Chief Operating Officer

**Job Description:** The Emergency Management Director is one of the key management positions at Volunteer Florida, directing the important work of Emergency Support Function 15 (ESF 15 - Volunteers and Donations) and serving as part of the Volunteer Florida Leadership Team. This position serves as the lead for all Emergency Management activities for Volunteer Florida, including leading ESF 15 activities during exercises and disasters, training and directing staff in their temporary disaster-specific roles, providing training statewide for counties and non-profit organizations, and serving as the Emergency Coordinating Officer for ESF 15 under the leadership and supervision of the Florida Division of Emergency Management.

---

### **Titles of Employees Directly Supervised:**

- Emergency Management Coordinator(s) – one position currently funded with a second position pending
  - Occasional part-time employees, interns and volunteers
- 

### **Main Duties and Responsibilities:**

- Directs the Commission's Emergency Management program including overseeing all aspects of Emergency Support Function 15 (ESF-15); serves as Emergency Coordinating Officer; responsible for responding to the Division of Emergency management 24 hours,

seven days a week; coordinates all ESF-15 activities with government and non-government organizations to mitigate, prepare, respond, and recover from all types of disasters; promotes volunteerism for disaster preparedness and response.

- Develops and maintains the emergency management plan for the Commission.
- Leads ESF-15 activities at the State Emergency Operations Center during emergency activations and exercises, including supervision and assignment of staff; manage Disaster Case Management Program when activated; manage the Florida Donations Portal and Florida Volunteer and Donation Hotline; coordinates with the Federal and State agency partners; manage the Florida Disaster Fund, liaison with Advisory Council; develops and maintain relationships with Long-Term Recovery Organizations.
- Assists volunteer agencies in development of emergency management related capabilities; develops partnerships with Florida Voluntary Organizations Active in Disaster, Florida Faith-based and Community-based Advisory Council and other statewide and regional organizations to engage volunteers; serves on committees; coordinates special volunteer engagement initiatives.
- Provides program fiscal oversight; develops program budgets, plans expenditures and approves travel.
- Pursues funding opportunities to strengthen and expand ESF15 engagement and volunteer services statewide.
- Manages grants and completes required contract reports.
- Develops, coordinates and delivers training and educational presentations for AmeriCorps grantees, county offices of emergency management, volunteer centers, and local community service organizations.

---

### **Secondary Duties and Responsibilities:**

- Performs other related duties as assigned.
-

## **Knowledge, Skills and Abilities Required:**

- Knowledge of state and federal emergency management systems and procedures
  - Knowledge of leadership and management principles for the development and implementation of the organization's mission and goals
  - Knowledge of volunteer programs
  - Skill in identifying training needs, developing training materials and conducting training programs
  - Skill in grant writing and fundraising process
  - Skill in utilizing PC computers and MS Office
  - Ability to communicate effectively orally and in writing
  - Ability to establish, develop and maintain effective working relationships with public and private faith/community-based organizations
  - Ability to provide training, and technical assistance to projects and programs
  - Ability to provide team leadership and supervision, determine work priorities, assigns work, and ensures proper completion of work assignments
  - Ability to organize data into logical formats for presentation in reports, documents and other written materials
  - Ability to solve problems effectively and work independently
  - Ability to manage contracts and special projects including assessing compliance and budgetary needs
  - Ability to work long hours under stressful conditions
  - Ability to travel independently and on short notice utilizing both air and ground transportation
- 

## **Education and Experience Requirements:**

- Bachelor's Degree in Emergency Management, Planning, Social Sciences, Public Administration, Education or a related field and four years experience in emergency management, project administration and supervision, or community development services or related work. Substantial and relevant experience may substitute for the required advanced educational degree.

## About Volunteer Florida:

The Florida Commission on Community Service (Volunteer Florida) is administratively housed within the Executive Office of the Governor and guided by a bipartisan board of Commissioners who are appointed by the Governor and confirmed by the Senate. Volunteer Florida supports and promotes volunteerism and service in Florida by administering AmeriCorps and other national services programs, by serving as the lead agency for Emergency Support Function (ESF) 15, Volunteers & Donations, for the Florida Division of Emergency Management, and by leading initiatives throughout Florida that use volunteerism as a strategy to meet the needs of Florida's citizens.

Volunteer Florida is a great place to work! We value the unique talents of each of our employees and encourage a positive, fun culture for our team. We offer health benefits, paid vacation, and other valuable benefits.

For more information about Volunteer Florida, please visit <http://www.volunteerflorida.org/>.

**To Apply:** Please visit our employment site to download an employment application (<http://www.volunteerflorida.org/about/contact-us/employment/>) which can be emailed or mailed to the addresses listed below. Please also include a résumé.

**Send a completed Volunteer Florida employment application and a copy of your résumé to:**

[careers@volunteerflorida.org](mailto:careers@volunteerflorida.org) (preferred)

or

Volunteer Florida – Human Resources  
3800 Esplanade Way, Suite 180  
Tallahassee, FL 32311

**Questions?** Call us at (850) 414-7400

---