



OREGON FIRE CHIEFS ASSOCIATION

SERVING THOSE WHO LEAD

OREGON FIRE CHIEFS ASSOCIATION Managing Director Job Announcement

The Oregon Fire Chiefs Association (OFCA) is seeking a highly motivated and experienced Managing Director to lead the association to optimal growth and success. The ideal candidate will be a strategic thinker with exceptional leadership skills and a deep understanding of the Oregon fire service. The ideal candidate will have experience in governmental affairs and will be able to effectively communicate with elected officials and their staff.

The Managing Director shall:

- Work for the OFCA Board of Directors (Board) and collaboratively with the OFCA Executive Director, and Western Fire Chiefs Association (WFCA) staff.
- Be an Independent Contractor.
- Oversee the business operations of the OFCA.
 - Serve as liaison with the WFCA Business Manager and staff.
 - Monitor the efficiency and effectiveness of the WFCA management services contract with OFCA and make recommendations to the board for changes when needed.
 - Annually review and revise as needed the management services agreements between the OFCA and its Sections and Committees.
 - Provide input to the Executive Director on the drafting of the annual budget for consideration by the Board.
 - Oversee expenditures of the OFCA.
 - Be the primary contact with those who wish to conduct business with the OFCA.
- Manage OFCA legislative initiatives:
 - Provide support to the board of directors and the OFCA Legislative Committee.
 - Work cooperatively with the OFCA contract lobbyist.
 - Communicate OFCA legislative priorities to the contract lobbyist and OFCA members.
 - Monitor for the board of directors the efficiency and effectiveness of the contact lobbyist.
 - Meet with elected officials and their staff to advocate for the Oregon fire service.
 - Assure that OFCA legislative initiatives are integrated with those of partner associations where appropriate.
 - Be active at the Oregon capital when the legislation is in session.
- Assist the Board, Sections, and Committees in their quest for success:
 - Support the Board of Directors with their responsibilities.
 - Monitor the progress of the OFCA strategic plan.
 - Collaborate with the President and WFCA staff to prepare agendas for board meetings.

- Provide support to the OFCA Spring Conference Committee, Jerry Heater Golf Tournament, Northwest Leadership Seminar (NWLS), OFCA Round Tables, and training events.
- Liaison with the Oregon Safety & Health Section, the EMS Section, Diversity Equity, and Inclusion (DEI) Committee, Oregon Fire Chiefs Honor Guard Section, the Oregon Fire Chiefs Foundation Committee, and the Northwest Leadership Seminar (NWLS) Committee.
- Make sure that the Association adheres to federal, state, and local laws and regulations, and Association governing documents.
- Conduct other duties as requested by the President or his/her designee.

Managing Director qualifications and requirements:

- An associate degree in Fire Protection Technology or related field. (Bachelor's degree in business, political science, management, or fire and emergency service preferred).
- Five years or more of increasingly responsible firefighting and/or emergency medical response, with at least two years' experience as a chief fire officer.
- Experience in legislative advocacy and moving legislation at the local, state, and federal level.
- Experience in building coalitions/consensus among diverse stakeholders in the political and policy arenas.
- Ability to frequently attend meetings and hearings at the Oregon State Capital during legislative sessions.
- Analytical and problem-solving skills.
- Negotiation skills.
- Effective written communication skills including the ability to prepare reports.
- Effective public relations and public speaking skills.

Personal Attributes:

- Respectful.
- Possess cultural awareness and sensitivity.
- Flexible.
- Consistent and fair.
- Demonstrate sound work ethics.
- Fiscally responsible.
- Responsive.

OFCA Board Responsibility:

- The OFCA shall:
 - Provide a monthly stipend in the amount of \$4,000.00.
 - Reimburse job related expenses with OFCA approval.
 - Provide clear direction and expectations through the President or his/her designee.
 - Provide workspace in the WFCA office, including the use of phone and common office needs.

Qualified candidates interested in this opportunity must submit a letter of interest and resume to the Oregon Fire Chiefs Office no later than 5:00 pm on November 10, 2023. Application packets can be mailed to Bridget Davidson at 25030 SW Parkway Avenue, Suite 330, Wilsonville, OR 97070, or emailed to bridget@ofca.org.