

NIAFPD

Northern Illinois Alliance of Fire Protection Districts

niafpd.org

**Executive Director - The Northern Illinois Alliance of Fire Protection Districts (NIAFPD)**

The NIAFPD, a prominent professional organization for trustees of fire protection districts in Illinois, is currently conducting a search for candidates to fill the position of Executive Director.The Executive Director is the single point of contact and key management leader of Northern Illinois Alliance of Fire Protection Districts (NIAFPD). The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the President and the Board of Directors.

Educational Qualifications:

* Minimum of a bachelor’s degree or equivalent experience in Fire District administration or public service
* A good knowledge of computers and computer programs such as Microsoft Office Suite, Quicken/QuickBooks and web development software

Professional Qualifications:

* Strong working knowledge of an Illinois fire protection district
* Transparent and high integrity leadership
* Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
* Strong organizational abilities including planning, delegating, program development and task facilitation
* Ability to convey a vision of NIAFPD’s strategic future to board, membership, and sponsors
* Strong written and oral communication skills
* Marketing and other communications skills
* Proficiency in the development, updating and maintenance of the NIAFPD website as well as the organization’s presence in other social networking venues
* Availability to devote a total of approximately 1000 hours annually. It must be understood that the workload will not necessarily occur at a consistent pace and will include periods of heavier time commitment

This is a part-time home office based position. The annual salary range is $16,000 - $20,000.

**Please submit inquiries and letters of interest in this position to:** **HR@niafpd.org**