

# NASEMSO Deputy Executive Director Job Description

## Account Executive for Association and Society Management International, Inc. (ASMI)

TBH @ 1-2-2022

### General

Association and Society Management International (ASMI) is an association management firm known for its commitment to its people and its clients. ASMI has a 40-year track record of outstanding customer service delivering non-profit expertise and services to socially responsible organizations. ASMI supports, guides and promotes the professions and industries that impact people around the world every day including trauma, emergency medical services (EMS), homeland security / emergency management, ballistics and manufacturing trade associations.

The ASMI headquarters offices are in Falls Church, VA and personnel are currently working-from-home, with the safety of our workforce being of primary importance as the COVID-19 pandemic continues. See [ASMI Headquarters & Remote Work Pandemic Health & Safety Policies](#).

The National Association of State EMS Officials (NASEMSO) was established in 1980 as a 501(c)(3) non-profit organization. Members include the directors and other key staff of the 56 state and territorial EMS offices plus Corporate and Associate members. NASEMSO's vision is a seamless nationwide network of coordinated and accountable state, regional and local EMS and emergency care systems. The systems use public health principles, data and evidence as a basis for safe and effective care in day-to-day operations as well as during catastrophic events. NASEMSO supports its members in developing EMS policy and oversight, as well as in providing vision, leadership and resources in the development and improvement of state, regional and local EMS and emergency care systems.

This position is a permanent, full-time employee of ASMI serving as Deputy Executive Director of NASEMSO. The position is based at NASEMSO/ASMI headquarters in Virginia, and a remote work arrangement is permitted with a high degree of accountability. Successful fulfillment of duties includes regular appointments and meetings in the Washington DC area.

### Salary Range

\$72,000-85,000 commensurate with experience.

### Reporting

The NASEMSO Deputy Executive Director reports to NASEMSO Executive Director Dia Gainor.

### Position's Overall Purpose

Working under the direction of the ASMI President and the NASEMSO President and Executive Director, this position will be responsible for providing strategic leadership to promote and expand NASEMSO's presence and capacity as a national leader in emergency medical services. The Deputy Executive Director is expected to maintain contemporary awareness of the entire

scope of operations and project status and accomplishments to support the long-range goals, strategies, plans and policies of NASEMSO. The incumbent is a leader among an effective staff team that delivers services, programs and information beneficial to the members.

The Deputy Executive Director is the principal project manager for NASEMSO, acts as a spokesman for NASEMSO and serves as an essential element to positioning NASEMSO to pursue its vision with federal partners and other organizations.

## Major Duties and Responsibilities

### Project Management

50%

- **Project Management/Execution** – manage objectives and multidisciplinary teams and panels for multiple cooperative agreements/grants/awards (“projects”), completion of deliverables, required reporting, and budget monitoring, to include approval of project expenses. Plan and execute deliverable strategies and documentation; monitor progress and identify correction action as appropriate. Communicate regularly with federal and other officials to ensure satisfaction with progress and quality of work performed.
- **Project Team Oversight** – coordinate staff service to external funding partners’ deadlines and expectations to ensure ongoing operational success and fulfillment of scope of work per the contract/cooperative. Maintain awareness of activities and priorities of each member of the NASEMSO staff team within the scope of overall organizational operations, and track levels of effort against priorities and budget. Monitor subcontractors to ensure timely completion of deliverables.
- **Proposal Development** – monitor federal and non-governmental outlets for notices of funding opportunities and unsolicited proposal prospects; prepare narrative and other content required for successful proposal submission; participate in internal activities to craft budgets and supporting documents; staff projects that win awards to generate necessary revenue levels.

### Program Operations

20%

- **Board of Directors** – work with staff to produce monthly Board agendas/reference documents, editing of minutes, and participate in planning for in-person Annual Meetings and the Annual Board Retreat.
- **Executive Committee** – assist in the development of weekly time sensitive agendas and reference documents, make policy recommendations as appropriate, develop action plans to execute decisions of the Executive Committee to include coordination with responsible staff.
- **Regions, Councils and Committees** – serve as primary liaison to and/or monitor staff service to NASEMSO Councils and Committees to ensure ongoing operational success

and fulfillment of scope of work per the ASMI-NAEMSO management agreement. Actively participate in all NAEMSO Regional, Council and Committee meetings. Maintain awareness of activities and priorities of each member of the NAEMSO staff team within the scope of overall organizational operations.

- **Strategic Plan** – Complete tasks as assigned by the NAEMSO Executive Director. Support short- and long-range plans for NAEMSO Regions, Councils and Committees to ensure activities are properly aligned with broader NAEMSO goals and objectives.

## Program Development

20%

- **Outreach/Representation** – Develops and maintains relations with other associations, industry and government officials that are in the best interest of NAEMSO and/or have potential to provide information, support, contacts and other resources that can help NAEMSO achieve its goals. Keeps abreast of emerging issues of significance to the EMS profession. Assist President-elect identify NAEMSO representatives on various projects and liaisons to partner groups and maintain listing of all activities/ reps on behalf of the Secretary.
- **Business Development** – seek opportunities, provide summary briefings for the Executive Committee and Management Counsel and develop proposal concepts for NAEMSO to advance EMS interests, manage projects and produce tools in appropriate arenas such as highway safety, transportation research, homeland security, public health and others.

## Corporate Member and Sponsor Relations

5%

Maintain regular communications with corporate members and sponsors to identify key interest areas and opportunities to fulfill informational and access needs.

## Other duties as assigned

5%

Perform a variety of other duties as assigned by the ASMI President and NAEMSO Executive Director.

## Level of Effort

Assignments may be adjusted. Full-time ASMI employees are expected to work 40-45 hours per week. (50 weeks x 42.5 hours = 2,125).

## Job Requirements

### Knowledge

The position requires knowledge of the concepts and theories of emergency medical system development and administration from both a state and national perspective. The position requires knowledge of strategic planning; funding strategies; federal grant and contract requirements; research and evaluation methods and techniques; and project management.

## Skills

The position requires strong leadership qualities and instincts. Success in serving as an organization's spokesperson with solid abilities in relationship development and outreach are essential. Employee must be extremely well-organized and possess outstanding communications skills with success in member service and non-dues revenue development including grant-writing and concept paper development. Ability to provide effective oversight/support of a highly motivated, results-oriented professional staff is essential, as well as the ability to identify with the EMS profession and NASEMSO's mission. Travel required – estimated 4-8 trips outside the greater Washington DC area annually.

## Education and Experience

A Bachelors degree is required. A Masters degree in an appropriate area such as MPH is preferred. The ideal candidate will have a background in emergency medical services systems, supervisory experience, project management, and a history of maintaining lasting professional interagency relationships.

## Professional Accountability

- Enter work time in 15-minute increments using ASMI web-based time-tracking system (currently Replicon) utilizing task and activity labels and comments fields.
- Submit timesheets by close of business on Friday of each week unless work is planned for Saturday and no later than noon on Monday when weekend work obligations occur.
- Submit travel and expense reimbursement forms to include applicable allocation codes no later than 30 days post travel conclusion or expense incurrence.
- Consult supervisor as soon as competing priorities threaten completion of one or more tasks by the established internal or external deadline.
- Maintain client work documents on the shared drive per ASMI's document retention policy; regularly transfer files that might have been drafted offline / on individual desktop.
- Conform to all ASMI Policies & Procedures as defined in the Employment Manual.

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