



WSSPC Executive Director Position

The Western States Seismic Policy Council (WSSPC) is currently seeking qualified applicants to fill the position of Executive Director.

WSSPC is a federally funded nonprofit consortium comprising 13 states, 3 U.S. territories 1 Canadian territory and 1 Canadian province. It seeks to promote regional cooperation and interaction between members and the public in the formation of, and advocacy for, seismic policy.

The Executive Director is the key management leader of WSSPC. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include grant writing, conference planning, and public outreach. The position reports directly to the Board of Directors.

Responsibilities of the Executive Director

1. Applying for and coordinating the yearly grant application process with FEMA. This includes preparing work plans and budgets, detailed reporting on monthly and quarterly projects and finances, and verbal interaction with FEMA. This may include occasional trips to Washington, D.C.
2. Providing member communication and community outreach through preparation of a quarterly newsletter, monthly bulletins, a website, participation in local exhibits, and interaction with other earthquake research and information sharing institutions and consortia.
3. Identifying potential affiliate members and maintaining relations with them.
4. Having responsibility for the ongoing financial affairs of WSSPC. This includes preparing detailed income and expense reports; coordinating grants from WSSPC to various member government agencies for projects and providing oversight; maintaining the office through payments of rent, purchasing and maintaining equipment, etc. as well as all paperwork pertaining to salaries and benefits.
5. Supervision of one (or more) full time employees, and determining their work responsibilities.
6. Coordinating the seismic policy activities of the three WSSPC committees (Basin and Range, Tsunami, and Engineering/ Construction & Codes). This includes determining which policies need to be reviewed and providing updates based on committee recommendations.
7. Obtaining members' input and preparing a bi-annual survey of policy implementation.
8. Organizing Board meetings and the WSSPC Annual Meeting. The annual meeting is held offsite and includes coordination with other organizations to 'dove tail' WSSPC's meeting with theirs to provide economies of scale relating to hotel and meeting room costs.

Our current office lease will be ending within 2 ½ years. The new Executive Director will be charged with finding and setting up new office space. The Executive Director may also need the skills to seek out additional grant opportunities in order to provide the additional funding the future office space may require.

Professional Qualifications

Besides accounting, organizational skills and the ability to work independently with minimal oversight from a volunteer board, the Executive Director must have a sincere interest in seismic safety, demonstrated by a working background in this type of work. He or she preferably has professional experience as a geologist, engineer, emergency planner, policy maker or in non-profit management.

- A bachelor's degree in geosciences, emergency management, non-profit management or a related field
- Demonstrated transparent and high integrity leadership
- Five or more years management experience
- 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 WSSPC's strategic future to staff, board, partners and the public
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills, including public speaking and grant writing skills
- Demonstrated ability to oversee and collaborate with staff

To Apply

This is a full time position, with excellent health and retirement benefits, working from our downtown Sacramento, California office. Salary is negotiable, based on experience.

Please provide a letter of interest and resume to WSSPC, 801 K Street, Suite 1236, Sacramento, CA 95814. Deadline for application is October 15, 2018 and interviews will be conducted November 15-16, 2018 in Sacramento.

WSSPC is an Equal Opportunity Employer – M/F/D/V. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, gender identity or expression, sexual orientation, protected veteran status, family & medical leave, or any other characteristic protected by law.