

Radnor Fire Company

JOB DESCRIPTION

Job Title: Executive Director

Job Status: FTE

FLSA Status: Exempt

Reports To: Board of Directors

Position Summary

The Executive Director is responsible and accountable for the administrative operation of the Radnor Fire Company of Wayne, Inc. ("RFC"), including overseeing the administration, programs and strategic plan of the organization. Other key duties include interaction with local, state and federal partners and government officials, fundraising, marketing and community outreach. The position reports directly to the President of the Board of Directors.

GENERAL RESPONSIBILITIES:

1.) **Board Governance:** Works with the Board in order to fulfill the organization mission.

- Responsible for leading the RFC in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2.) **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.

- Responsible for fiscal management and operates within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Works with the Treasurer and BOD in preparing an annual budget starting in September of the previous year to be approved by the Board that meets the Board's annual and long range goals; to insure that the organization operates within budget guidelines.
- Works with the Treasurer and committee chairpersons to prepare and update the budget prior to the board meetings and alert the Board of changes to and deviations from the budget.
- Works with the Treasurer and Board on reforecasting as needed.

- Responsible for fundraising, seeking out and applying for any viable grants and developing other resources necessary to support RFC's mission.

3.) Organization Mission and Strategy: Works with Board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of RFC's approved Strategic Plan that carries out the organization's mission.
- Responsible for strategic planning to ensure that RFC can successfully fulfill its mission into the future.
- Responsible for the enhancement of RFC's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
- Encourage member development and education.

4.) Organization Operations: Oversees and implements appropriate resources to ensure that the administrative operations of the organization are appropriate.

- Responsible for the hiring and retention of competent, qualified career staff and employees approved by the BOD.
- Responsible for signing all notes, agreements, and other instruments approved by the BOD, made and entered into and on behalf of the organization in coordination with Secretary

Actual Job Responsibilities:

1. Planning and operation of the approved annual budget.
2. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the RFC.
3. Representing the programs and point of view of the organization to agencies, organizations, and the general public.
4. Establishing and maintaining relationships with various organizations throughout the local, state and federal levels and utilizing those relationships to strategically enhance RFC's mission. In particular, act as liaison attending meeting as needed with the following:
 - Radnor Township – Local
 - Tredyffrin Township – Local
 - Pennsylvania Fire & Emergency Services Institute – State
 - Ambulance Association of Pennsylvania – State
 - National Association of EMTs – Federal

5. Is responsible for the recruitment, employment, and release of all career staff and employees subject to BOD approval.
6. Ensures that career staff's or other employees' job descriptions are developed, that annual performance evaluations are held, and that sound human resource practices are in place.
7. Serves on Collective Bargaining Agreement Committee and Human Resources ("HR") Committee
 - a. Works to resolve any HR issues prior to sending it to the HR Committee.
 - b. Works to resolve any reoccurring issues involving the RFC.
8. Works closely with the Board of Directors in policy decisions, fundraising and to increase the overall visibility of the RFC throughout the community.
9. Supervises the Director of EMS Operations.
10. Maintains communication with RFC career staff and volunteers.
11. Maintains and carries out the implementation of the approved Strategic Plan.
12. Oversees the organization of Board and other committees and their meetings to assure that they meet as needed. Directs these committees to send in their reports as required in time for BOD meetings.
13. Co-ordinates marketing and other communications efforts.
14. Reviews contracts for BOD approval.
15. Other duties as requested by the Board of Directors, President and Fire Chief.
16. Oversees Fire Prevention visits and Fire Safety training.
17. Ensures calls are answered and returned in a timely manner.
18. Maintains oversight of permanent RFC records.
19. Collects and disseminates information concerning RFC to the appropriate individuals in a timely manner.