

October 2022

VIRGINIA BEACH RESCUE SQUAD FOUNDATION

DIRECTOR OF PROGRAMS – POSITION OPENING

OVERVIEW:

The Virginia Beach Rescue Squad Foundation (“VBRSF”) is seeking a Director of Programs to oversee the programs and services related to VB Rescue volunteer recruitment and recognition. The VBRSF is a nonprofit Foundation whose mission is to ‘Ensure an Independent and Vital Virginia Beach Volunteer Rescue System.’

The Director of Programs position is a full-time, salaried position within the VBRSF and reports directly to the VBRSF’s Executive Director. The individual in this position is responsible for creating and implementing the strategies, plans and tactics that recruit VB Rescue volunteers and promote VB Rescue and the VBRSF to the community.

The successful candidate will have related experience in communications and nonprofit programs. Preferable experience will be in the nonprofit industry, and/or experience with the VB Rescue system. The range for this position is \$60,000 to \$70,000 commensurate with experience, and offers health and dental benefits as well as paid vacation, holidays and sick time. The position is flexible in terms of being a hybrid of in-office/at-event and work from home.

SUMMARY:

The Director of Programs will develop strategies and implement tactics to market to the community in a clear, consistent, and frequent manner about VB Rescue and its value to the community with volunteer recruitment messaging with the goal of keeping a steady stream of volunteer recruits applying to become a volunteer with VB Rescue. Further, the Director will organize community events that serve as VB Rescue volunteer recruitment and volunteer recognition activities; including but not limited to informational nights, promotional booths at large-scale community events and appreciation events for volunteers.

The Director of Programs will be able to work effectively with various agencies to ensure the programs’ successful outcomes and will work directly with staff and the Board, the Rescue Council, the department of VBEMS staff, volunteers, outside vendors (e.g. marketing/advertising agencies), rescue squad leaders and media contacts. The Director will have an understanding of communications principles and strategies, and the ability to make recommendations about program tactics and key communication vehicles based on current best practices and knowledge of potential future issues.

REPORTS TO:

Virginia Beach Rescue Squad Foundation Executive Director

POSITION STATUS:

The position is an exempt, full-time salaried position.

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REQUIRED QUALIFICATIONS:

Background Qualifications

- Bachelor's degree or higher in nonprofit management, marketing/communications or related field
- Minimum of two (2) years' professional experience in nonprofit program services and/or communications
- Experience with digital technologies, social media and desktop publishing
- Excellent written and oral communications skills
- Provision of own reliable transportation, and travel periodically in support of assigned duties
- Excellent organizational and time-management skills
- Ability to work independently, and collaborate and work with others cooperatively in a team environment

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Belief in the value of volunteerism
- High level of professionalism
- Strong ability to relate and communicate with people
- Enthusiasm and dedication to teamwork
- Ability to compile program data and provide analysis to staff, Board and committees
- Good comprehension skills and attention to detail
- Proven ability to express organizational philosophy, mission, values and strategic priorities within writing samples
- Extensive writing and planning ability (communication plan samples will be requested from interviewees)
- Excellent organizational and multi-tasking skills to ensure timely completion of all projects
- Excellent interpersonal skills to maintain positive internal and external relationships on behalf of the Foundation and the VB Rescue system
- Ability to communicate clearly and effectively, both orally and in writing, at all levels within and outside the VB Rescue system
- Ability to plan and implement projects from inception to completion
- Ability to work under tight deadlines with conflicting priorities

POSITION REQUIREMENTS RELATED TO SCHEDULE:

There are times at which the business volume of the Foundation and/or workload of the position are heavier, and the Director of Program's attendance is required. Such times include but are not limited to the period leading up to and including EMS Appreciation Week, VB Rescue member appreciation events, Foundation Board Meetings, Executive Committee Meetings, and Program Committees Meetings, as well as all special events of the Foundation.

TO APPLY:

Send Resume, Cover Letter and Salary Requirements electronically, attention to:

Gina Benefiel, Executive Director of the Virginia Beach Rescue Squad Foundation at gbenefiel@vbrescuefoundation.org.

Candidates will receive confirmation of interview requests.