



## JOB ANNOUNCEMENT

**Position:** Executive Director, Emergency Preparedness Initiative

**Date:** June 2019

**Applications Closed:** 12 midnight PST, June 21, 2019 (Extended from June 14<sup>th</sup>)

### Who We Are

Valley Vision is a Sacramento-based 501c-3 leadership organization working to secure the social, environmental, and economic vitality of the Capital Region and beyond. For the past 25 years, Valley Vision has strengthened communities by driving research, collaboration, and leadership services to make our communities prosperous and sustainable. By creating common ground built on facts, Valley Vision inspires leaders to think big and collaborate on bold, long-term solutions that improve people's lives. Our unique workplace provides an environment that is fun while we conduct challenging and meaningful work. To learn more, visit ([www.valleyvision.org](http://www.valleyvision.org)).

### Project Leader Position

Valley Vision is seeking a highly motivated *Executive Director, Emergency Preparedness Initiative* responsible for delivering a new 18-month project: the "California For All" Public Outreach and Education Campaign. This project is funded by California Volunteers, and will increase disaster resiliency among California's most vulnerable populations in Northern and Southern California. The Project Leader will manage a staff and consultant team, select and coordinate vendors, and engage experts and community partners in the (1) development and distribution of emergency preparedness outreach and education strategies and materials; (2) design and delivery of training and technical assistance; and (3) coordination of all partners to assure effective implementation.

The successful candidate will guide overall project implementation, including formulating effective strategies, managing budgets, contracts and coordinating vendors, cultivating partner relationships, assure systems are in place to monitor progress and report impact, and optimizing the performance of all partners. The Project Leader will lead a diverse team that includes Valley Vision staff, consultants, and external partners.

The Executive Director is a full-time, term-limited, exempt position. The project is expected to continue through December 31, 2020 (approximately 19 months), with an option to extend employment dependent upon workload demands and agency budget. Statewide travel is required for the position. The position is based in Sacramento, but Valley Vision is flexible on this point based upon the qualities of the winning candidate.

## Qualifications

The successful candidate will demonstrate outstanding executive skill and judgement in overseeing the delivery of complex projects, budgets, and staff and consultant teams involving many partners in multiple geographies. Outstanding communication and organizational skills are a must. The ideal candidate will have not less than 10 years of proven leadership capability working in business, agency, or nonprofit environments with an ability to be adaptive when delivering in a fast-paced, results-oriented environment.

Candidates must have a minimum of a Bachelors degree and 10-years of related professional work experience. Qualifying skills and characteristics include, but are not limited to:

- Exceptional project management skills
- Exceptional vendor management skills
- Exceptional budget management skills
- Exceptional personnel management skills
- Proven ability to engage hard to reach communities
- Track record of engagement with executive-level public, private, and non-profit sector leaders
- Experience in navigating the public and private sector for optimal results and collaborative efforts
- Past experience coordinating or working on communications/ public outreach/ engagement campaigns is preferred
- Experience managing deployment of creative and messaging efforts to targeted audiences and experience measuring success
- Past experience with emergency preparedness/community resiliency is preferred
- Broad-ranging experience in community problem solving

## Compensation:

- \$110,000 - \$120,000 per year, depending on experience
- Generous health, dental, vision, life, and retirement plans
- Flexible work environment
- Vacation, 10 paid holidays, Paid volunteer time off + Other Personal Days

## Respond By:

Interested individuals must submit **a cover letter** expressing your interest in and key qualifications for the position (no more than one page) and **resume** (no more than two pages), in Microsoft Word or PDF format to [Chloe Pan](mailto:chloe.pan@valleyvision.org) (chloe.pan@valleyvision.org). In the subject line, write "Initiative Executive Director - [Your Name]".

Valley Vision is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, or status as a veteran.