Position Opening

Emergency Programs Coordinator

Foundation for Advancement in Conservation

The Foundation for Advancement in Conservation (FAIC) seeks a full-time Emergency Programs Coordinator in its Washington, DC offices.

The Emergency Programs Coordinator works to advance the goals of the Foundation for Advancement in Conservation by planning, managing, and evaluating a diverse array of emergency programs and resources that serve conservation professionals, allied professions, governmental bodies, the general public, and American Institute for Conservation (AIC) and FAIC staff and volunteers. The Emergency Programs Coordinator reports to the FAIC Programs Director and Administrative Manager and works closely with other FAIC and AIC staff and volunteers as needed.

Responsibilities include:

- Manage the Alliance for Response initiative, including leading the launch of networks, developing related programming, and maintaining communication with the networks
- Supervise the contracted National Heritage Responders (NHR) Coordinator. Support NHR activities, including hotline volunteers, deployments, and continuing training
- Develop ways to encourage state- and regional-level organizations, such as the State Heritage Emergency Partnerships
- Coordinate the MayDay program to promote emergency planning; duties include soliciting sponsors and organizing an outreach campaign
- Promote Risk Evaluation Preparedness Program resources through workshops and outreach
- Provide leadership as staff liaison to the AIC Emergency Committee and the NHR Working Group
- Assist in identifying and cultivating funding sources and preparing proposals for emergency programs
- Create, maintain, and update web and print resources related to emergency programs
- Represent and promote FAIC’s Emergency Programs (via social media, articles, presentations, etc.)
- Develop and maintain partnerships and communications with allied organizations (such as Smithsonian Institution, FEMA, Heritage Emergency National Task Force, etc.)
- Serve as FAIC’s representative on HENTF and National Association of Voluntary Organizations Active in Disaster and related committees and initiatives

Education and Experience

Four-year degree is expected; graduate degree desired. Experience working in/with a collecting institution or other nonprofit experience is desirable.

Skills

- Superior writing and oral presentation skills
- Strong interpersonal skills
- Command of Word, Excel, and PowerPoint; experience with websites or other web platforms desirable
• Strong problem-solving skills
• Ability to juggle multiple tasks and deadlines
• Ability to work independently and as part of a team
• Familiarity with emergency preparedness and response for cultural institutions

Compensation
The starting salary for the position is $50,000-$60,000, depending on experience. FAIC offers a competitive benefits package, including medical and dental coverage, 401(k) retirement plan, paid vacation, sick leave, and disability insurance.

Travel
5-10%, including occasional weekends

Application Procedure
To apply, send a resume or C.V., along with a letter indicating interest and experience working with emergency programs for cultural institutions to:

Tiffani Emig
Programs Director and Administrative Manager
FAIC
727 15th Street, NW
Suite 500
Washington, DC 20005

Or via email: temig@culturalheritage.org

Review of applications will begin in mid-February and continue until the position is filled.

Information about FAIC and its programs can be found at
https://www.culturalheritage.org/about-us/foundation