Executive Director, CO Emergency Preparedness Partnership (CEPP)

Salary: $85,000 annual (full-time employment)

Benefits: None. This is a contractor position with no medical, disability, group life insurance, or retirement benefits. General liability insurance for CEPP business is provided.

Conditions of Employment
• You must be a U.S. citizen to apply for this position.
• You must have a valid Driver’s License.
• You must be willing to submit to a background check.

Preferred, but not required
• Active security clearance.

The Colorado Emergency Preparedness Partnership (CEPP) is a non-profit 501(c)3 organization that promotes joint emergency planning between the public and private sectors. CEPP works with federal, state, and local emergency managers to identify critical gaps in Colorado’s emergency planning and hosts trainings, discussions, forums, and workshops to help plug those gaps.

The Executive Director is responsible for the strategic, operational, and administrative functions of the organization and should be capable of carrying out the following duties and responsibilities:

• Clearly articulate the strategic vision of the CEPP to public and private sector partners.
  o Speak at conferences, meetings, and training sessions about the CEPP and how it integrates with federal, state, and local partners to increase the emergency preparedness resiliency of Colorado.
• Plan and promote joint emergency planning with federal, state, and local partners.
  o Initiate joint trainings through the Colorado Preparedness Coalition.
  o Assist other agencies (private and public) with planning of training and workshops.
• Participate in National, Regional, State, and local boards and committees as appropriate. Examples of some of these are;
  o CO Homeland Security All-Hazards Advisory Council
    ▪ CO Private Sector Subcommittee (Chair)
  o CO Emergency Planning Commission (CEPC)
  o National Business Emergency Operations Center and Infrastructure Committee
  o Infragard Denver Members Alliance
  o CISA Region 8 Partnership and Engagement Group (Co-Chair)
  o Regional Consortium Coordination Calls (RC3)
• Maintain professional relationships with private, public, and philanthropic organizations.
• Conduct board meetings and board member communication to seek organizational guidance and keep board informed of CEPP activities. Maintain annual requirements per the By-Laws.
• Update and edit the CEPP website, www.thecepp.org.
• Create and distribute periodic communications promoting security and emergency management information as well as upcoming training and workshops. Familiarity with MailChimp a plus.
• Maintain budget and finances. Familiarity with QuickBooks a plus.
• Travel across the State to attend meetings, conferences, and workshops.
Qualifications:

- Self- Starter able to operate independently and perform administrative responsibilities with minimal guidance and support.
- Team Player who can work collaboratively and effectively with federal, state, and local partners and who has a desire to “make a difference.”
- Knowledge of critical infrastructure protection, homeland security, disaster response and/or business continuity practices highly desirable, but not mandatory.
- Knowledge of the State of Colorado and its economy. Knowledge of how the government sector is organized and operates.
- Develop strategic direction for the CEPP and tactical implementation of that strategy.
- Ability to work with, brief, and engage high-profile senior business and government officials.
- Substantial experience in business, government, public safety, and/or military service. General management experience preferred, as is experience in a combination of business, government, and nonprofit environments.
- Excellent project management skills with a proven record of success. Must possess the energy and discipline to manage partnership initiatives from design through implementation.
- Maintain systems of financial accountability and IRS compliance such as the preparation of 1099 forms.
- Identify projects, write contracts, and oversee implementation of contracts to ensure successful completion of projects.
- Strong written and oral communication skills. Organize relevant information in a periodic newsletter to the CEPP membership. Promote trainings and workshops.
- BA or equivalent experience; relevant master’s degree a plus.
- Experience with public/private partnerships is desirable, even as a volunteer.
- Experience with fundraising.

How to Apply: Send resume and cover letter to info@thecepp.org. Applications will be accepted until November 4, 2022, at 5:00 PM MST.