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## POSITION PROFILE

# Vice President of Fire and Disaster Mitigation Activities

WASHINGTON, D.C. OFFICE

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### Position Summary

The Vice President of Fire and Disaster Mitigation Activities reports to the Senior Vice President of Government Relations. This position is responsible for developing, coordinating, directing and implementing programs related to ICC's relationship with organizations that oversee or engage in emergency management, fire service activities, and federal agencies with oversight of disaster preparedness and public safety. Responsibilities include planning ICC's pre- and post-disaster assistance initiatives to assist States and Local jurisdictions prepare for, and recover from, hurricanes, floods, earthquakes, wildland fire, and other emergencies. Duties also include engaging and supporting Code Council staff in fostering relationships to support the use of the ICC family of codes and standards and to ensure the successful achievement of the goals and objectives of the Council. This position will also serve as the principal liaison to fire service organizations including National Fire Protection Association, International Fire Chiefs Association, National Association of State Fire Marshals, National Volunteer Fire Council, International Association of Fire Fighters, and others.

### Position Responsibilities

- Strong relationship with the Fire Service and Emergency Management community.
- Working knowledge of Federal laws and policies related to disaster mitigation and fire service activities such as the Stafford Disaster Relief and Emergency Assistance Act (Stafford Act); the Safer and Fire grant programs; FEMA's Public Disaster Assistance Policies, national fire and urban/wildland fire management strategies, and more
- Leadership position in representing ICC on relevant matters pertaining to fire prevention and safety, pre-disaster mitigation, and post-disaster recovery covered under Federal and State laws
- Interacting frequently with the Federal Emergency Management Agency and other federal agencies and sub-agencies involved in pre-disaster mitigation and post-disaster response
- Advising communities about the reduction of risk and recover from disasters through the application of codes and Standards
- Participating in the ICC Disaster Response Network team
- Coordinating relevant responsibilities with ICC Government Relations regional managers

- Maintaining relationships with FEMA's regional directors; State Fire Marshals,
- Managing Memoranda of Understanding (MOU) and other agreements between ICC, FEMA, and other fire, and emergency management organizations
- Building national coalitions of fire code officials, state emergency managers, stakeholders and interested parties to further the goals of the ICC, promote I-Codes and the organization's relationship with the fire, emergency responders, flood plain managers, state emergency managers, and others
- Promoting ICC and advocating for the use of the I-Codes with Federal Agencies (FEMA, USFA, NFA, OSHA, CSB, NIST, DOD, DOI and others)
- Advocating for the adoption of the I-Codes by public and private sector organizations
- Monitor Federal, state and local legislation and rulemaking to identify and address fire and emergency management related issues
- Developing and presenting testimony that supports organizational objectives
- Making recommendations for the development and implementation of programs related to national fire, wildland fire, emergency and disaster mitigation service activities
- Provide staff support as Secretariat to the Fire Service Membership Council; ICC's Disaster Response Network and other similar assignments
- Make presentations on all aspects of the ICC including public events
- Evaluate existing programs, services and procedures and recommend changes as necessary to support the goals of the ICC
- Establish and implement effective internal and external communications
- Prepare and manage annual cost center budget.
- Travel Required
- Other duties as assigned

## Essential Skills and Education/Experience/Location

- Ability to Travel up to 50% throughout the United States
- At least 7 years of experience in a leadership role in a state or national fire service organization or Federal or State emergency management agency

- At least 2 years of experience in policy or advocacy related fields preferred
- Expertise in the technical requirements and administration of the I-Codes
- Strong skills in Microsoft Office, and proven ability to master other computer applications.
- Excellent organizational skills and attention to detail
- A proven history of delivering on commitments
- Patience, understanding, independence, professionalism, reliability
- The ability to use productively the knowledge, experience, and efforts of others
- Excellent written and oral communication skills
- Bachelor's Degree required; such as, Fire Protection Engineering Degree; Engineering, Emergency Management or similar educational qualifications preferred

## About ICC

The International Code Council is a member-focused association. It is dedicated to developing model codes and standards used in the design, build and compliance process to construct safe, sustainable, affordable and resilient structures. Most U.S. communities and many global markets choose the International Codes.

The Government Relations Plan is the advocacy program affecting the interests of ICC and its members in relation to Federal, State and Local governments and private sector organizations.

## ICC Headquarters

500 New Jersey Avenue, NW,  
6th Floor  
Washington, DC 20001

## Web Presence

[www.iccsafe.org/about-icc/government-relations/](http://www.iccsafe.org/about-icc/government-relations/)  
[www.iccsafe.org/federal-state-and-local-activities/](http://www.iccsafe.org/federal-state-and-local-activities/)  
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