

# EXECUTIVE POSITION PROFILE

## Division Director, Government Affairs



### **NATIONAL FIRE PROTECTION ASSOCIATION**

The leading information and knowledge resource  
on fire, electrical and related hazards

This search is being conducted by:

## VettedSolutions

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# I. Position Description

## Opportunity

Vetted Solutions is recruiting and evaluating candidates for the position of Division Director, Government Affairs for the National Fire Protection Association (NFPA). The position will head the Washington, D.C. office.

## Scope of Position

The **Division Director, Government Affairs** is responsible for defining, developing, implementing and managing a strategic government affairs approach and achieving effective outcomes for NFPA. This position develops and maintains relationships with relevant individuals, organizations and agencies within the federal government.

The Division Director will proactively identify, recommend and execute targeted activities to advance NFPA, its goals and mission. The Director will lead their team and apply resources to deliver high value outcomes that promote NFPA and its strategic goals. He/She will represent NFPA's policies and positions both in writing and in person at appropriate legislative and policy hearings and meetings, and will monitor and inform NFPA staff of legislative, regulatory and other issues of importance to NFPA by developing appropriate context and communication channels. The position will work to understand and coordinate relevant state activities.

NFPA's mission is to help save lives and reduce loss with information, knowledge and passion.



## Key Responsibilities

The Division Director will manage the government affairs team and activities to achieve desired outcomes:

### Government Affairs Responsibility

- Establishes and maintains contact with Congressional and agency staff as well as officials in private sector groups and organizations to advance NFPA and its mission
- Serves as NFPA representative to promote NFPA policies, positions, and capabilities
- Determines best use of government affairs staff and resources to advance NFPA's goals
- Prepares and delivers legislative and regulatory correspondence and comments on behalf of NFPA
- Attends, monitors, and reports on Congressional and agency hearings and meetings
- Serves as the NFPA representative to government and non-government committees, coalitions, and advisory groups as appropriate

### Management Responsibility

- Manage government affairs team; currently includes two individuals located in Washington, DC
- Provides leadership, develops, motivates and supports a high quality staff
- Gathers and analyzes information important to the organization and educates NFPA staff
- Acts as a resource on federal government activities (legislative, regulatory, etc.) to NFPA staff
- Maintains NFPA's integrity and leadership in fire, electrical and life safety

### Financial Responsibility

- Develop and manage budget for government affairs function

## Experience and Qualifications

- Bachelor's Degree required and 10+ years of government relations experience including work on Capitol Hill with Congress and Federal agencies
- Demonstrated ability to set strategic direction for and manage government affairs team and activities to achieve desired outcomes
- Strong communication skills both written and oral
- Managing and building strong relationships
- Ability to advocate and influence
- Flexible, strategic and forward thinking with ability to create and execute ideas and strategies
- Excellent interpersonal and organizational skills
- Demonstrated success at motivating team
- Strong drafting and public speaking experience
- Knowledge of the fire service and the following organizations helpful, not required: CSB, DHS, DOD, DOE, DOT, FEMA, HUD, NIST, VA

## II. Organization Review



### About NFPA

The National Fire Protection Association (NFPA) is a global nonprofit organization, established in 1896, devoted to eliminating death, injury, property and economic loss due to fire, electrical and related hazards.

NFPA delivers information and knowledge through more than 300 consensus codes and standards, research, training, education, outreach and advocacy; and by partnering with others who share an interest in furthering their mission. NFPA membership totals more than 60,000 individuals around the world.

### Codes and Standards

NFPA is widely known as a codes and standards organization – that's the backbone of what they do, and it always will be. Their mission is to provide

members with the information and knowledge they need to do their job well in today's ever-changing environment. Their 300 codes and standards are designed to minimize the risk and effects of fire by establishing criteria for building, processing, design, service, and installation around the world. The more than 250 technical committees, comprised of approximately 9,000 volunteers, review public inputs and vote on the revisions in a process that is accredited by the American National Standards Institute. NFPA provides free online access to its codes and standards.

## Public education

As part of NFPA's mission to eliminate death, injury, property and economic loss from fire, electrical and other hazards, NFPA develops easy-to-use educational programs, tools, and resources for all ages and audiences.

- **Fire Prevention Week** is an annual campaign that addresses a specific fire safety theme.
- **Learn Not to Burn**<sup>®</sup> addresses the leading causes of injuries and death among children.
- **Remembering When**<sup>®</sup> addresses the leading causes of injuries and death among older adults.
- **Sparky the Fire Dog**<sup>®</sup> is the official mascot of NFPA.

## Outreach and Advocacy

- The **Fire Sprinkler Initiative**<sup>®</sup> encourages the use of home fire sprinklers through increased awareness and adoption of local ordinances or model codes.
- The **Firewise**<sup>®</sup> **Communities** program encourages local solutions for wildfire safety by involving homeowners, community leaders, planners, developers, firefighters, and others in the effort to protect people and property from wildfire risks.



## Training

- NFPA training includes a variety of convenient ways to access codes and standards training and earn CEUs. Choose from classroom training, online training, on-site training, conferences and certification.
- NFPA seminars provide insight into the meaning, intent, and proper application of fire and electrical safety codes.
- NFPA administers professional certification programs including Certified Fire Protection Specialist, Certified Fire Inspector, and Certified Fire Plans Examiner.
- The annual **NFPA Conference & Expo**<sup>®</sup> fosters the exchange of ideas among Association members. New and revised NFPA codes and standards are also discussed and voted upon at these meetings.
- NFPA develops dozens of texts, guides, and other materials that target firefighter and other first responder safety and health.

## Research

- NFPA is the premier resource for fire data analysis, research, and analysis. This helps guide educational outreach, supports the work of NFPA Technical Committees, and frames the fire-loss picture for organizations, the media, and the general public.
- The **Fire Analysis and Research** division produces a wide range of annual reports and special studies on all aspects of the nation's fire problem.

- NFPA conducts investigations of fire incidents of technical interest to its constituents, including its Technical Committees and the broader fire community.
- The **Fire Protection Research Foundation** plans, manages, and communicates research in support of the development of NFPA's codes and standards and educational and public-awareness efforts.
- The **Charles S. Morgan Library** supports research and maintains the NFPA archives. It is one of the largest fire science libraries in the world.

## Publications

- **NFPA Journal®**, our members-only bimonthly magazine, covers industry news.
- **NFPA Journal® Buyers' Guide** lists products and services from leading fire protection and fire service manufacturers and consultants.
- **NFPA Journal® Latinoamericano** is the #1 source of fire, security, and life safety information in Latin America.

## Management Team

- **Executive**  
Jim Pauley, President
- **Human Resources**  
Julie Lynch, Vice President, Talent & Culture

- **Legal**  
Sally P. Everett, Vice President and General Counsel
- **Finance and Accounting**  
Bruce Mullen, Executive Vice President and CFO
- **Codes and Standards**  
Christian Dubay, Vice President, Codes and Standards and Chief Engineer
- **Outreach & Advocacy**  
Lorraine Carli, Vice President, Outreach & Advocacy
- **Business Operations**  
Chuck Stravin, Vice President, Business Operations
- **Field Operations**  
Donald P. Bliss, Vice President, Field Operations
- **Research**  
Kathleen H. Almand, Vice President, Research
- **Information & Technology**  
Keith Quackenbush, Vice President

## Web Presence

[www.nfpa.org](http://www.nfpa.org)

## Headquarters

### National Headquarters

1 Batterymarch Park, Quincy, MA 02169

### Washington D.C. Office

50 F Street, NW Suite 625, Washington, DC 20001





## III. About Vetted Solutions

**Vetted Solutions** is a Washington, D.C. based executive search firm specializing in association, nonprofit, and hospitality/destination marketing community recruiting and consulting. We focus on senior staff and CEO positions.

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