



Seeks Executive Director

Job Description: The Executive Director manages the Institute's staff and is the chief advisor to the Board of Directors on all matters pertaining to the Institute. Typical responsibilities include ensuring that Board's directives and decisions are implemented; cooperating with and acting as EERI's liaison with other organizations, government departments and agencies, legislative bodies, and the public; and directing the technical and administrative support services provided to the Board. The Executive Director oversees services for the Institute's more than 2,300 members, several committees, programs and projects, regular and special publications, annual meetings, and periodic conferences.

The Executive Director has overall responsibility for the direction and supervision of all Institute employees and services including, but not limited to, formulating and recommending policies, establishing and accomplishing goals, ensuring timely and high-quality services, preparing budgets and grant proposals, and ensuring that the Institute's financial and actuarial systems are sound.

Qualifications: Candidates should have at least a Bachelor's Degree; demonstrated supervisory experience; familiarity with association management and operations; fundraising, donor relations and membership development; and a repertoire of training, education, and experience that demonstrates that the candidate has the abilities to be an effective Executive Director. It would be desirable also for the candidate to have knowledge and experience in the field of natural and other hazards, and a demonstrated ability to collaborate effectively with multidisciplinary professionals.

Competitive salary and benefits are to be negotiated.

Application deadline: March 15, 2009

Send your letter of interest and a resume with supporting qualifications to searchcommittee@eeri.org or to EERI, 499 14th Street, Suite 320, Oakland, CA 94612-1934, ATTN: Thalia Anagnos, Chair, Search Committee. Your application will be kept in confidence.

Please visit EERI's website <http://www.eeri.org/edsearch> for a complete job description and instructions.