

ASFPM/Foundation Policy and Outreach Coordinator Position Description

The Association of State Floodplain Managers (ASFPM) and ASFPM Foundation seek to fill a full-time position to advance outreach and policy, develop web-based promotional campaigns, assist in writing publications, and support policy and program projects that lead to the reduction of flood losses throughout the nation.

OUTCOMES - The primary outcomes of this position are to: 1) enhance outreach with related organizations and entities in order to foster relationships and coordinate mutual activities, 2) develop dialogue on national policy to reflect the mission and goals of the ASFPM Foundation, and 3) attract/acquire funding for and help ensure timely, compliant and quality completion of education and policy projects, products, and events.

RESPONSIBILITIES - Key activities of this position include:

1. Represent the Association and Foundation in development of national policy.
2. Develop outreach materials, including web-based applications and risk communication tools.
3. Implement long and short term strategies with the Foundation Board to support projects and events, including the Gilbert F. White National Flood Policy Forum.
4. Provide advisory flood loss reduction services to communities, states, and other organizations.
5. Develop plans and proposals for corporate, government, and foundation projects and write grants and secure funding to undertake policy and program research, projects, publications, and/or education.
6. Help manage funded ventures as needed to ensure timely, compliant, and quality completion.
7. Create and foster partnerships with government agencies and industry players, and continually build knowledge base of current and potential funders and sponsors.
8. Provide timely reports on progress and activities to the Association, the Foundation, and the membership.
9. Represent the Association's and Foundation's outreach efforts in a professional manner.

QUALIFICATIONS / EXPERIENCE – The successful candidate for this position must possess/demonstrate:

- ◆ A minimum of 6 years experience and knowledge in federal government affairs and advocacy, working with Congress and Federal agencies effectively to accomplish the legislative, policy, and funding goals of the organization.
- ◆ Proficiency in technical and grant writing and editing outreach/promotional materials with size/type organization similar to ASFPM.
- ◆ Knowledge of and networking in the floodplain and natural resources management industry.
- ◆ Strong communication and organizational skills.
- ◆ Understanding and support of the mission and goals of ASFPM and the Foundation.
- ◆ Working knowledge of Word, Excel, and graphics programs.
- ◆ College degree plus experience in business, communications, natural resources, law, non-profit management, or related field.
- ◆ Experience and familiarity with state/local governments and resource management issues
- ◆ Preference will be given to Certified Floodplain Managers (CFM).

POSITION ASPECTS – This is a full-time position. Location of position is negotiable. Travel is approximately 20% time. Salary is commensurate with qualifications and experience. Standard benefits apply. ASFPM is an Equal Opportunity Employer.

APPLICATION PROCESS

Response deadline is November 15, 2007. References will be requested and contacted from the top 2-5 candidates. Please include the following in your response:

- 1) Cover letter outlining your specific credentials and why you are the appropriate person for this position.
- 2) Job resume detailing your experience and qualifications.
- 3) Two writing samples - one each of grant proposal and project that were successfully funded and executed.
- 4) Information outlining projects/activities that you successfully funded and executed.

Email to: ASFPM Deputy Executive Director George Riedel at George@floods.org.

BACKGROUND – ASFPM is a non-profit, professional membership association with 11,000 members and 26 Chapters throughout the U.S. Established in 1977, ASFPM is a volunteer organization with direction provided by a 19 member

Board of Directors composed of nationally recognized government and private sector flood hazard professionals. Our mission is to promote policies and programs which reduce the loss of human life and property damage from flooding; promote pre-flood mitigation measures to prevent flood loss; avoid actions that exacerbate flooding and flood damage; and preserve the natural functions and the cultural values of floodplains. The ASFPM Foundation was established in 1997 to be an incubator for research and education that promotes wise floodplain management; it has a governing Board of 14 professionals and an Advisory Board of six from diverse, related professions. See the ASFPM website at www.floods.org for more information.

Policy and Outreach Coordinator Ad 10-06-2007