

**ASFPM Associate Director – Position Announcement**  
**CLOSING DATE, June 1, 2010**

**BACKGROUND** The Association of State Floodplain Managers (ASFPM) is seeking qualified candidates for the position of Associate Director. ASFPM is a national non-profit, professional membership association with 14,000 members and 29 Chapters throughout the U.S. Established in 1977, ASFPM is a volunteer led organization with direction provided through a 19-member Board of Directors composed of nationally and internationally recognized flood hazard professionals, academicians, and professional private sector representatives. Our mission is to promote policies and programs which:

- a) Reduce the loss of human life and property damage from flooding;
- b) Promote pre-flood mitigation measures to prevent flood loss;
- c) Avoid actions that exacerbate flooding and flood damage; and
- d) Preserve the natural functions and the cultural values of floodplains.

**RESPONSIBILITIES / OUTCOMES** The Associate Director will assist the Executive Director with overall leadership and management of the organization's activities and finances, and will help develop Association positions on national policy, represent the Association in national policy dialogue, and build relationships with Congress, the Administration, other agencies/partners and organizations. All of these are subject to the Constitution, Bylaws, and direction of the Board of Directors of the Association of State Floodplain Managers (ASFPM). It is anticipated that this position, given exemplary performance, will transition to the position of Executive Director in one to two years. Therefore, the experience, education, and skills sought will parallel those that would be desirable in an Executive Director.

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

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| ◆ Bachelor's Degree or higher   | ◆ Experience in floodplain management disciplines   |
| ◆ Minimum 10 years experience in progressively responsible management positions         | ◆ Knowledge of and direct networking among FPM industry players and issues (active participation in related professional organizations is a plus) |
| ◆ Excellent organizational aptitude   | ◆ Strategic thinking capability   |
| ◆ Strong written and oral communications skills   | ◆ Experience with National policy formulation   |
| ◆ Successful project development and completion   | ◆ Congressional and/or Presidential Administration liaison experience   |
| ◆ Demonstrated proficiency with personnel as well as financial management               | ◆ Firm understanding of and belief in ASFPM's mission and goals   |
| ◆ Works well with others, particularly at policy levels and in high pressure situations |   |

**POSITION ASPECTS** This is a full-time position, located in the ASFPM office in Madison, Wisconsin, reporting to the ASFPM Executive Director and working under the direction of the ASFPM Board of Directors. Travel obligation is 25-50% time. Salary and benefits are commensurate with qualifications. ASFPM is an Equal Opportunity Employer.

**APPLICATION PROCESS** – **Response deadline is June 1, 2010.** 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 believe you are the appropriate person for this position
- 2) Job resume detailing your experience and qualifications
- 3) Two writing samples that you wrote on flood-related policy
- 4) Examples of previous management experience

**Email application to:** ASFPM Executive Office, Diane Brown, Communications & Events Manager, [Diane@floods.org](mailto:Diane@floods.org)

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