

Western Virginia EMS Council, Inc.
501(c)3 Corporation
1944 Peters Creek Road NW
Roanoke, Virginia 24017
(540) 562-3482 Ext. 113
presidentwvems@vaems.org

Western's mission is to facilitate regional cooperation, planning, and implementation of an integrated emergency medical services delivery system in the western region of Virginia.

JOB OPENING: EXECUTIVE DIRECTOR – FULL TIME (not remote)

Salary Range - \$95k – 105K
Background Check Required.

Job Description:

We are seeking a dynamic and experienced chief executive officer to lead our non-profit organization towards achieving its mission and strategic goals. The ideal candidate will possess a strong background in management and senior leadership roles responsible for planning, administering, or operating a state, regional, or local emergency medical services or other health-related system, with a proven track record in strategic planning, business development, and operations management. This role requires an individual who is not only a visionary leader but also an effective negotiator and project manager, capable of driving process improvements and fostering a culture of excellence within the organization.

Benefits: Health Insurance, Paid Time Off, Dental Insurance, Life Insurance, Retirement Plan, Flexible Spending Account, Flexible schedule.

Duties

- Provide overall leadership and direction for the organization, ensuring alignment with its mission and vision.
- Develop and implement strategic plans that advance the organization's goals and objectives.

- Oversee daily operations, including preparation and administration of annual operating budgets, ensuring efficient processes and effective resource management.
- Lead senior EMS education leadership teams in decision-making processes, fostering collaboration and innovation.
- Manage relationships with key stakeholders, including board members, community partners, and funders.
- Negotiate contracts and agreements that support the organization's mission while maximizing opportunities for growth.
- Serve as staff liaison for specific medical and technical committees within the region and the Commonwealth.

Requirements

- A relevant bachelor's degree with extensively demonstrated business acumen and experience in executive-level leadership in a full-time capacity; advanced degree preferred.
- Broad background in business administration and general knowledge of EMS administration and EMS education as well as a current NREMT Paramedic certification in Virginia.
- Proven experience in a senior leadership role with a strong emphasis on management and strategic planning within a non-profit organization.
- Five years' experience in a leadership role for planning, administering, or operating a state, regional, or local emergency medical services or other health-related system.
- Exceptional negotiation skills with a demonstrated ability to build partnerships that enhance organizational effectiveness.

Cover letter and resume should be emailed to presidentwvems@vaems.org

Due by October 19, 2025.

Tentative start date will be the week of January 12, 2026.

