**Executive Director for the Low-Level Waste Forum, Inc.**

The Low-Level Radioactive Waste Forum (LLW Forum) is an independent, non-profit organization that was established to facilitate state and compact implementation of the Low-Level Radioactive Waste Policy Act of 1980 and its 1985 Amendments and to promote the objectives of low-level radioactive waste regional compacts. The LLW Forum provides an opportunity for state and compact officials to share information with each other and to exchange views with officials of federal agencies and other interested stakeholders.

**Open Date: April 2, 2019 Salary Range: $150,000 - $200,000**

**Full time position - Benefits available**

**Closing Date: April 23, 2019 Location: Wash DC area preferred**

**We are seeking a self-driven and highly competent Executive Director to lead and influence our organization towards favorable growth and to design and**

**direct strategies that support and enhance our organizational operations.**

**Responsibilities for the Executive Director will include but not be limited to managing our organization assets, optimizing financial operations, providing leadership & direction and advising proposed recommendations to the Board of Directors. The Executive Director must seek to understand membership needs, identify problems, improve processes, execute special business projects and be able to show measurable results. The Executive Director will develop and maintain positive relationships with internal and external stakeholders ( i.e. Compacts, NRC, DOE NNSA, CRCPD, etc.), communicating with a wide variety of agency colleagues and external industry contacts to gain information and corroborate findings. The Executive Director will develop and implement an interaction strategy with federal and state organizations (i.e. CRCPD, OAS, NRC, NNSA, etc.) involving the LLW Forum Directors and Compact Commissioners. Executive Director will also;**

* ***Negotiate contracts, leases, etc. for and on behalf of the Forum, and upon***

***Authorization of the Forum, will execute any documents in its name***

* ***Prescribe, install and maintain a system of accounts and audits and approve bills and warrant their payment***
* ***Prepare proposed annual work programs, budgets, funding plans, operating policies and resolutions***
* ***Scheduling, planning, agenda development, preparation and coordination***

***of biannual meetings etc.***

**The Executive Director will need strong Microsoft Office skills, strong interpersonal, verbal and written communication skills and the ability to build relationships among various internal and external organizations. He or she**

**must have conflict management skills, the ability to balance, organize and prioritize multiple task, working collaboratively in teams and across organizations, synthesizing feedback and adjusting plans accordingly. A need for analytical, critical thinking and innovation skills are essential, as are strong team facilitation skills, the ability to continually seek and capitalize on opportunities to enhance member satisfaction, improve relationships and the ability to work in a dynamic team environment. This will allow one to be responsive to changing goals and priorities, manage several complex tasks simultaneously, analyze a variety of data/sources and formulate workable recommendations.**

**In this role, you will be the face of the LLW Forum, working closely with the LLW Forum Board of Directors, government officials and the public.**

**Requirements for the Executive Director:**

**College Degree**

**Financial management experience**

**Highly organized**

**Project management experience**

**Highly ethical behavior**

**Effective communicator**

**Must be knowledgeable in Compact Law, Low Level Radioactive Waste Management, Radiation Protection & Security Issues on Radioactive Sealed Sources**

**Willingness to travel-biannual meetings, conferences, various locations & with Forum members as needed**

**Prior experience in dealing with NRC, DOE, EPA, DOD, Congressional staff etc. is desirable**

**3 References requested with submittal**

 “We're an **equal opportunity employer**. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.”

**SUBMIT RESUME/APPLICATION NLT 1700 hrs. PDT April 23, 2019**  TO: Kathy A. Davis,

Executive Director of the Southwest Compact by E MAIL at [kathydavis@swllrwcc.org](mailto:kathydavis@swllrwcc.org)

ANY QUESTIONS REGARDING THIS NOTICE- Please contact Kathy A. Davis at the above email