**Executive Director for the Southeast Interstate Low-Level**

**Radioactive Waste Management Compact**

The Southeast Interstate Low-Level Radioactive Waste Management Compact (Compact) is an interstate compact, which is a quasi-governmental entity established by the Low-Level Radioactive Waste Policy Act of 1980 and its 1985 Amendments. It is responsible for the proper management of low-level radioactive waste (LLRW) in the southeast region. The states of Alabama, Florida, Georgia, Mississippi, Tennessee, and Virginia are party states to the Compact. The Southeast Compact Commission (Commission) oversees the administration and implementation of the Compact agreement. The defined mission of the Commission is “to ensure that adequate, reliable, and appropriate services are available to manage low-level radioactive waste streams generated in the Southeast Compact Region and to promote and facilitate the maximum use of those services by the party states.”

Opening Date: November 15, 2021 Part-Time Contract Position of

Approximately 20 Hours/Week

Closing Date: December 15, 2021 Location: Online, Remote Position

Starting Date: February 15, 2022 Salary: $75,000

Executive Director Position, Duties, and Responsibilities:

The Commission is seeking a self-motivated and accomplished Executive Director with a demonstrated record of success to provide leadership for day-to-day operations of the Commission and to assist the Commission in developing and implementing a vision and strategic plan to guide the organization.

Responsibilities for the Executive Director will include but are not limited to:

* Providing management of the Commission’s day-to-day operations, development of policies and organizational logistics;
* Following an operational plan that incorporates the vision, goals, and objectives within the strategic plan of the organization;
* Acting as the advisor to the Commission on all aspects of the organization's activities, including presenting proposed recommendations to the Commission;
* Maintaining a working knowledge of significant developments in the LLRW field and informing the Commission of internal and external issues that affect the organization;
* Developing and maintaining positive relationships with and representing the point of view of the Commission with other party state officials, regional waste generators and external stakeholders (i.e., the public, other LLRW compacts, Nuclear Regulatory Commission, Department of Energy, Low-Level Waste Forum, etc.);
* Working with Commission officers, the Administrative Committee, and the Finance Committee to support the development a comprehensive annual budget for presentation to the Commission for review and approval;
* Supporting the Finance Committee in its work with the financial advisors to ensure adequate funding for the operation of the organization within the Commission’s investment guidelines and the annual budget.
* Scheduling, planning, agenda development, preparation and coordination of Commission and committee meetings and other events;
* Negotiating contracts and other agreements for and on behalf of the Commission for meetings and other support services, and upon authorization of the Commission, executing any documents on its behalf;
* Maintaining a system of accounts and audits and approving invoices and ensuring their payment in coordination with the direction of the Finance Committee;

Candidate Criteria and Qualifications:

* A minimum of a four-year college degree;
* Experience in policy analysis and policy development;
* Experience and understanding of local, state, and federal government operations, including state legislatures and Congress;
* Excellent written and verbal communication skills;
* Ability and willingness to travel if needed;
* Experience in public speaking;
* Necessary computer skills to produce and distribute documents without clerical assistance and to maintain the Commission’s website with the assistance of contracted IT personnel;
* Training and experience in project planning, project management, and evaluation;
* Be responsive to changing goals and priorities, able to manage several complex tasks simultaneously, able to analyze data and develop possible recommendations to the Commission;
* Basic understanding of accounting principles;
* Willingness to develop any needed skills and to learn more about the operations of the Commission;
* Ability to prepare for, attend, and participate in board and committee meetings (including virtual meetings), ask questions, follow through on a given assignment, and evaluate oneself, as well as record, generate and distribute meeting minutes;
* Honesty; sensitivity to and tolerance of differing views; a friendly, responsive, and patient approach; community-building skills; personal integrity; a developed sense of values; and concern for the Commission's fulfillment of its mission.

Compensation:

The Executive Director is part-time contract position with a quasi-governmental entity for approximately twenty hours per week. The Executive Director may have additional business interests so long as they do not conflict with interests of the Commission. Compensation is $75,000 per year.

Application Process:

To apply for the position of Executive Director with the Southeast Compact Commission please submit a cover letter describing your unique background, experience, and/or skill set that qualify you for this position. **Please email no later than 5:00 PM EST December 15, 2021 your application and a resume with at least three references to** [**tedb@secompact.org**](mailto:tedb@secompact.org) **with “Search Committee” in the Subject line. Also, please call Ted Buckner at (919) 360-6040 to confirm receipt of your application information.** Visit our website, www.secompact.org to read pertinent information about our organization.

*The Commission is 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.*