



VACANCY ANNOUNCEMENT

DEPUTY EXECUTIVE DIRECTOR

NORTHEASTERN FOREST FIRE PROTECTION COMMISSION (NFFPC) (aka NORTHEAST FIRE COMPACT)

Essential information:

LOCATION:	Flexible - within the geographic area of the states of ME, NH, VT, MA, CT, RI, and NY as well as the provinces of NL, PE, NS, NB and QC.
CATEGORY	Salaried Year Around - Part Time 24 hours per week average – Paid Monthly
EMPLOYER	NORTHEASTERN FOREST FIRE PROTECTION COMMISSION (NFFPC) – an interstate, international government entity and Equal Opportunity Employer
POST DATE	08/21/2026
CLOSE DATE	9/30/2026
SALARY	<u>US GSA Pay Scale GS-12/1</u>; based on 24 hrs/week & appropriate locality pay
BENEFITS	Employer share of U.S. Social Security and Medicare, GSA travel per diem, privately owned vehicle mileage for travel, free passport acquisition/replacement, Deferred Compensation Plan available.
POSITION STATUS	Work with Executive Director as part of the Executive Committee
START DATE:	November 1, 2026
TENTATIVE TIMELINE	Posting closed by 9/30; Interviews for candidates early-Oct; Selection & Commission approval by mid-October
MENTORING/ TRANSITION	Selected person will be mentored by the current Executive Director(s) to learn Deputy ED duties



Position Description:

DEFINITION

Performs professional work in the field of wildland fire management with primary responsibility for coordinating mutual aid activities among the six New England States & New York, the Provinces of Quebec, New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland/Labrador, and with associate members including the White Mountain and Green Mountain/Finger Lakes National Forests, Wildland Fire Service (*US Fish & Wildlife Service, National Park Service, Bureau of Indian Affairs*) and the Fire Department of the City of New York at the direction of the Northeastern Forest Fire Protection Commission (NFFPC); plans for and assists the Commission Chair in conducting meetings of the Compact members; responsible for day to day operations of the Compact, including financial management, assisting grants administration, budgeting and accounting; does related work as required.

COMPACT AUTHORITY and HISTORY

NFFPC conducts business and functions in accordance with and under the authority granted by the Congress of the United States through “An Act Granting the consent and approval of Congress to an interstate forest fire protection compact”, approved on June 25, 1949, as Public Law #129 of the 81st Congress. Through this authority, The Northeastern Forest Fire Protection Commission (commonly called the Northeast Compact) is the pioneer forest fire protection compact in the United States. Its mandate is to provide the means for its U.S. member states and Canadian provinces to cope with fires that might be beyond the capabilities of a single member through information, technology and resource sharing (mutual aid) activities. More information on NFFPC can be found at <https://www.nffpc.org>

DISTINGUISHING CHARACTERISTICS

- ☐ Responsible and reports to the NFFPC Executive Committee.
- ☐ Coordinates and works closely with the NFFPC Executive Director
- ☐ Coordinates with and supports the Operations Committee, who work on behalf of the Commissioners.
- ☐ Requires sound administrative skills and wildland fire knowledge, with the ability to react rapidly to unusual and emergency situations.
- ☐ Works independently, requiring considerable judgement and resourcefulness in analysing, interpreting and disseminating wildland fire control information; gives technical advice and assistance to the NFFPC and other public and private individuals and agencies involved with wildland fire protection.



- ☐ Communicates with the public and public officials in counselling and advising them on wildland fire matters requiring understanding and tact; speaking before public groups and prepares written reports and articles requiring effective speaking and writing abilities.
- ☐ Serves as an ex-officio member on NFFPC committees, sub-committees, working teams and task groups, providing information and guiding committee work into essential channels.
- ☐ Work requires some physical effort in travelling and aiding in conducting field training programs.

EXAMPLES OF WORK

- ☐ Exercises administrative responsibilities for NFFPC, including maintenance of proceedings of the Commission and committee meetings, preparation of monthly and annual reports and other matters relative to conducting Compact activities.
- ☐ Supports the Executive Director in preparing budget information, financial statements, and managing the Compact's fiscal operations for its programs.
- ☐ Serves as the Compact's Training Coordinator and collaborates with the Training Working Team to implement the Compact's annual training plan. Oversees the Training Academies, handling logistical arrangements and coordination with instructors and contractors.
- ☐ Negotiates, signs, and implements contracts between the Compact and other organizations, vendors and entities.
- ☐ Assists the Executive Director with the preparation and administration of federal and other grant applications.
- ☐ Provides support to appropriate sub-committees, working teams, and task groups in carrying out their mandate serving in an ex-officio capacity on each sub-committee, working team, and task group.
- ☐ Acts as the liaison between each of the Compact's working teams and the Operations Committee.
- ☐ Acts as point of contact (communications liaison) when requests for assistance are made during periods of fire emergency.
- ☐ Coordinates with and supports the Northeastern Interagency Coordination Center (NECC), as required, in Compact, national, or international mobilizations.

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- ☐ Prepares periodic information bulletins, keeping Compact members alerted to ongoing situations and current news.
- ☐ Maintains relationships with public and private protection agencies such as other Compacts, Associations, the Eastern Area Coordinating Group, federal agencies, states and provinces, and attends appropriate meetings.
- ☐ Prepares and reviews articles, reports, bulletins, and other publications disseminating information to appropriate agencies, individuals, the general public and the news media.
- ☐ Addresses various public and private groups informing them of purposes, functions, and accomplishments of the Compact.
- ☐ Participates in reviews of the fire organizations of members, recommending improvements in maintaining fire protection readiness and capabilities.
- ☐ Ensures that situational awareness and intelligence information is provided to members during the fire season.
- ☐ Ensures that the Compact Policy and Procedures Manual is kept relevant with current policies, procedures and decisions in and among the members to meet plan requirements.
- ☐ Conduct Agency Visits of each member every five to eight years or as needed to be familiar with their organization and personnel.
- ☐ Submits work plans and accomplishment reports to the Commission Chair as required.
- ☐ Represents the Compact at regional and national level as deemed appropriate with organizations and groups such as NMSFA, EACG, EACC, CIMC, Inter Compact agreements and coordination, Atlantic Fire Managers, etc.
- ☐ Engages in the development, training, and mobilization of members that can serve on a Compact IMT, as needed.



MINIMUM QUALIFICATIONS

- ☐ At least ten years of experience in wildland fire management or related field, at least five years of which shall have been devoted to wildland fire management on a state, provincial or regional basis in a supervisory or managerial capacity.
- ☐ Be articulate in speaking and writing, and effective in communicating with individuals, groups, and the general public.
- ☐ Have considerable ability to plan and organize meetings, training sessions, and emergency actions.
- ☐ Be proficient in the use of a personal computer, including the use of word processing, spreadsheets, databases, PowerPoint, internet services, and e-mail.

CONDITIONS OF EMPLOYMENT

- ☐ Be available as required, often on short notice, to carry out Compact functions, and respond to emergency situations. Emergency activities of the NFFPC take precedence over any other Compact program.
- ☐ Reside within the Compact geographic area.
- ☐ Be willing to travel with some overnight stays.
- ☐ Be physically and mentally capable to perform the tasks of the Deputy Executive Director.
- ☐ Must have a valid driver's licence and must be willing to provide reasonable transportation.
- ☐ May be required to attend training sessions and meetings as required by the Compact.
- ☐ Must have and maintain a United States and/or Canadian passport and the legal ability to travel on Compact business between both countries as needed to conduct Compact business.

APPLICATION PROCESS:

To apply, provide your completed resume, to include education and work experience, and list of references with current contact information by September 30, 2026.

Email application to:

Tom Brady (tbrady@nffpc.org)
Website: www.nffpc.org

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