**Department Details**

Full time – 40 hours M-F

Salary:

**Summary**  
Greater Northwest EMS, Inc. (GNWEMS) is a private non-profit organization serving emergency medical systems across Northwest Minnesota, covering counties such as Norman, Mahnomen, Clearwater, Hubbard, Beltrami, Polk, Marshall, Pennington, Red Lake, Lake of the Woods, Roseau, and Kittson. The Executive Director is responsible for implementing the strategies and direction set by the Board of Directors while providing organizational leadership and oversight of GNWEMS’s programmatic and financial activities. Collaboration between the Executive Director and the Board ensures the organization remains aligned with its mission and purpose.

**Job Description**  
The Executive Director will oversee daily operations at Greater Northwest EMS, ensuring the effective implementation of Board-approved goals, objectives, and strategies. This includes developing and evaluating grant applications, managing the budget, and coordinating operations to address regional EMS needs. The role also involves formulating and reviewing objectives aligned with annual goals and Board priorities, ensuring all operations support the organization’s objectives.

The Director will lead the development and submission of state, federal, and private foundation grant applications. They will also manage financial operations, including budget preparation, monitoring, and regular reporting to the Board. Collaboration with regional EMS and related agencies will be essential for effective program planning, service delivery, and coordination.

Representing GNWEMS to external stakeholders, including grant agencies, public officials, and fiscal monitors, is a key responsibility. The Director will respond to inquiries, ensuring compliance with policies and regulations. They will also lead, train, and supervise staff to ensure alignment with organizational goals and facilitate Board meetings while coordinating committee activities and maintaining consistent communication with Board members and staff.

**Qualifications**

The ideal candidate will have a minimum of four years of direct experience in the Emergency Medical Services (EMS) field, along with at least two years of management or leadership experience. A relevant degree or a combination of education and work experience is required.

**Skills and Knowledge Requirements**  
Must have extensive knowledge of EMS care delivery and the agencies involved. Strong experience in grant-funded programs and grant writing is essential, along with a solid understanding of relevant laws, regulations, and resources for EMS operations. Proficiency in financial oversight, including budget management and grant reporting, is critical. Additionally, must possess strong communication and interpersonal skills, with the ability to collaborate with stakeholders. Leadership experience in managing teams, delegating tasks, and implementing effective HR strategies is also required.