



Announcement of Position

Associate Director for Fire and EMS Analysis

CGR is a consulting organization that partners with public and nonprofit leaders, providing data-driven insights and tailored solutions to build stronger communities. Our vision is that all communities are safe, equitable and thriving and we work to achieve that with our clients.

We are adding to our team of highly skilled, adaptive and effective research consultants, inviting applications for an Associate Director of Fire and EMS Analysis.

The associate director will support CGR's growing practice of Fire and EMS Analysis in New York and throughout the Northeast. This person must have a career or volunteer background in fire, EMS, public safety communication or emergency management and the ability to think critically, analyze, write and manage project work. This includes skills to conduct interviews, analyze quantitative and qualitative data, understand and analyze budgets and financial information, synthesize information from a variety of sources, develop create solutions to challenging problems, and describe analysis and findings in reader-friendly compelling deliverables (reports or other applicable formats such as PowerPoint).

We are committed to a healthy and inclusive work culture that values each person's contributions and to growing the capacities of our team to support positive change in communities. With the variety of projects and clients at CGR, staff members continuously expand their skills and knowledge.

The candidate should be able to demonstrate effectiveness in building relationships with clients and/or partners, and furthering principles of diversity, equity and inclusion. Experience working with diverse and marginalized populations is valued and bilingual candidates are encouraged to apply.

Key Qualifications: At least 5-10 years of experience working in a related professional field; bachelor's or master's degree in homeland security, emergency preparedness, fire protection technology, social sciences, public policy, urban / regional planning, public administration, journalism, or related field; demonstrated research and analytical skills; strong project management, communication and organizational skills; competence in Microsoft Word, Excel, PowerPoint and similar programs. Candidates with chief level volunteer leadership experience in EMS or the fire service will be considered. Candidates with an associate's degree and a relevant professional credential such as Chief Fire Officer or Executive EMS Officer will also be considered.

The candidate should have experience leading projects and/or teams, producing reports, managing grants or other large project deliverables, and supervising staff.



Position Responsibilities: Leading analytical projects, managing project teams and producing deliverables such as reports; conducting applied research including data collection and analysis; facilitating interviews and focus groups; presenting deliverables including reports and presentations; reviewing and editing team members' work; managing projects to budgets and timelines; supervising other research staff; developing project proposals and securing contracts; and building relationships with potential clients. While this position will focus on fire and EMS projects, they will likely also be assigned projects in other research areas such as local government operations.

Specifics: This is a permanent, benefits-eligible full-time position, with opportunity for growth. CGR's office is in Rochester, NY. This position can be based anywhere in the Northeast United States with the ability to travel for project work and to Rochester for occasional team activities. The pay range is \$80,000-\$90,000 per year. Highly qualified applicants interested in less than full time positions will be considered.

Travel: CGR works for communities throughout New York, the Northeastern United States and beyond. Travel may be required on a project-by-project basis, and candidates must possess a valid driver's license or the ability to secure one before employment.

CGR Statement on Diversity: CGR values diversity from all backgrounds and seeks to create a welcoming workplace that attracts and retains a wide variety of talented people with different perspectives and new ideas. We value diversity among all dimensions of human experience, including gender, race, color, religion, gender identity, national origin, differing abilities, gender expression, veterans, socio-economic status, and sexual orientation. We believe diversity improves the quality of our work and the communities we are part of, making an important statement about the inherent worth of every individual. CGR endeavors to create a respectful, inclusive and welcoming workplace as the ground on which a truly equitable and diverse organization flourishes. CGR takes responsibility by being aware of the consequences of its actions, by having open dialogues, and holding all levels of the organization accountable for diversity work to minimize the burden on individuals (particularly those from marginalized and under-represented populations and cultures) to advance diversity goals. Creating an excellent workplace climate is a key priority for achieving our organizational diversity goals.

To Apply: Submit a cover letter, resume, and [applicant self-identification form](#) via email to kyorks@cgr.org. The self-identification form can be found here. Additional information about CGR is available at www.cgr.org.

APPLICATIONS WILL BE CONSIDERED UNTIL THE POSITION IS FILLED.