Central United States Earthquake Consortium
2630 E. Holmes Rd. | Memphis, Tennessee 38118
www.cusec.org

Position Title: Executive Director
Status: Full-time, exempt
Location: In-Person; Memphis, Tennessee (A hybrid work arrangement may be possible for *well qualified applicants* living within a reasonable distance from Memphis)
Anticipated Compensation Range: $110,000 + (depending on experience) w/generous benefits package.

Summary

The Central United States Earthquake Consortium (CUSEC) — a Memphis-based 501(c)3 nonprofit organization — is seeking a qualified candidate to fill the role of Executive Director. Established in 1983, CUSEC supports earthquake preparedness, risk reduction, and resilience across the central and eastern United States, serving states and at-risk communities under a comprehensive framework of awareness, mitigation, and multi-state coordination within the National Earthquake Hazards Reduction Program (NEHRP).

The Executive Director is the chief executive and administrative officer of CUSEC. The ED leads a small, mission-driven team and is accountable to the Board of Directors for strategy, federal grant stewardship, program delivery, and financial stability and integrity. In a lean organization and under the direction of the Board, the ED is both a strategic leader and a hands-on operator. The next CUSEC Executive Director should demonstrate a collaborative, consensus-building leadership approach across a wide variety of stakeholders, multiple states, the federal government, and various other private sector, public, and nonprofit agencies. Sound judgment in a compliance-heavy funding environment is required, with a high level of comfort with technology, and the ability to oversee, direct, and judge technical work even when not doing it. As a the leader of a small organization, the ED must exhibit resourcefulness and the ability to adapt to changing environments and across a wide range of responsibilities, from federal compliance to program delivery to implementation of new and emerging technologies.

Key Responsibilities

Leadership and Governance

- Execute the Board's strategic direction and report regularly on programming, finances, and potential risks to the organization.
- Support the Board and its committees, including meeting coordination, developing and maintaining all Board-related meeting minutes and reports, maintaining documentation, and implementing all Board-adopted policies and procedures.

- Serve as CUSEC's primary voice with numerous groups including local, state, and federal government partners and work groups, academia, the private sector, and various other groups and stakeholders.
- Build and maintain relationships with state earthquake program managers and emergency management directors across the region.

Grants and Financial Management

- Develop and administer a portfolio of grants, contracts, and agreements, including all grant and budget proposals, subawards/subcontracts, reporting (financial and programmatic), modifications, and award closeout.
- Ensure compliance with state and federal grant regulations including 2 CFR 200 (including cost principles, indirect cost rate requirements, procurement, and subrecipient monitoring).
- Develop and oversee the annual budget, financial controls, audit readiness, and relationships with finance staff and external state, federal, and financial auditors.
- Identify, pursue, and secure additional funding streams to diversify revenue.

Program operations

- Oversee the entirety of CUSEC's program portfolio, including a comprehensive awareness and education program, multi-state coordination and planning, and risk reduction programs.
- Direct working and volunteer groups, including meeting design, documentation, and follow-through on action items.
- Plan and deliver CUSEC's events, workshops, and training.
- Serve as spokesperson for the organization to the media, the general public, internal and external stakeholders, funders, and potential sponsors.

Technology and data

- Provide strategic oversight of CUSEC's technology environment, including Microsoft 365, telephony, web and cloud infrastructure, and operational platforms.
- Guide GIS development and common operating picture efforts, including ArcGIS Online and Survey123 workflows and custom internal and external facing tools.
- Manage technology vendors and contractors, including adherence to procurement policies, developing RFPs and scopes of work, creating contracts, and ensuring intellectual property protections.
- Ensure data stewardship and cybersecurity practices appropriate to a federally funded organization.

Personnel and organizational management

- Recruit, supervise, and develop all staff and key contractors and vendors.
- Develop, maintain, and update HR policies and compliance, including compensation rates, fringe benefits, and personnel procedures.

- Ensure contracts, agreements, insurance, and organizational policies are current and compliant.

Qualifications

Required

- Bachelor's degree in emergency management, nonprofit or public administration, geosciences, engineering, or a related field (master's preferred).
- [7-10] years of progressive leadership experience in emergency management, planning, hazard mitigation, or a related public-sector (e.g. local, state, or federal government) and/or nonprofit setting.
- Demonstrated experience managing federal, state, and private grants, with working knowledge of 2 CFR 200.
- Experience managing budgets and overseeing financial compliance.
- Excellent written and verbal communication; comfortable presenting to boards, state officials, federal partners, decision makers, and the general public.
- Ability to travel regionally and domestically.

Preferred

- Familiarity with FEMA grants, the NEHRP, earthquake hazard and risk, or seismic mitigation.
- Experience with GIS and digital tools for emergency management.
- Experience with multi-state or consortium governance.
- 5+ years' senior-level nonprofit management experience, including Board management and relations, grants management/oversight, and development experience.
- Experience building consensus among diverse stakeholders, working groups, and vendors.

How to Apply

The position will remain open until filled; interested candidates should submit a cover letter, resume, and any additional supporting materials to cusec@cusec.org on or before December 6, 2026. No phone calls or solicitations, please.

The Central United States Earthquake Consortium is an equal opportunity employer. We consider all qualified applicants for employment without regard to race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age, disability, genetic information, veteran or military status, or any other characteristic protected by applicable federal, state, or local law. Reasonable accommodations are available to applicants with disabilities upon request.