POSITION DATA

JOB TITLE: Head of Security, Fire and Life Safety
DATE: May 2020

POSITION OVERVIEW:
The National September 11 Memorial and Museum is a national treasure and is seeking a highly experienced executive who understands the Institution’s special and unique security needs.

The Head of Security, Fire and Life Safety is responsible for creating and implementing strategic security policies, plans and programs to ensure the protection of employees, visitors, vendors, assets, and infrastructure of all National September 11 Memorial and Museum facilities.

Additional responsibilities include overseeing high profile special events; VIP security; emergency management; crime prevention and visitor management; and other duties as designated.

The Head of Security, Fire and Life Safety will also provide operational guidance and executive leadership and oversight to a 365-day, 24-hour security team.

ESSENTIAL FUNCTIONS:
Operations:
- Manages the development and implementation of security policies, standards, and procedures to ensure ongoing maintenance of security, including crisis response scenario planning, and implementation of regular, periodic training of relevant staff in crisis-response drills
- Ensures that employees and other key stakeholders receive regular communications regarding safety issues, threats, and developments
- Maintains and nurtures relationships with local, state, and federal law enforcement, the Department of Homeland Security, and other relevant intelligence community agencies
- Coordinates with the Port Authority’s Site-wide Operations Command Center (SWOCC)
- Engages in periodic security audits
Management/Administration:

- Leads the Security, Fire and Life Safety management team and staff in accordance with visitor projections and large venue industry standards
- Researches and prepares RFPs (Request for Proposals) for equipment purchases and contract services
- Administers and oversees equipment, RFPs, and other security-related contracts
- Develops and manages Security Department budget
- Ensures compliance with and maintain records with regard to Article 7A of the General Business Law (security guard licensure, training, background checks, etc.)

MISSION EXPECTATIONS:

- Participates in the annual 5K Run/Walk and Community Day fundraiser and September 11 commemoration, as assigned
- Assists with and supports all 9/11 Memorial & Museum special projects and events, as assigned

QUALIFICATIONS/SKILLS REQUIREMENTS:

- Minimum Bachelor’s degree in business, public administration, criminal justice, or equivalent experience; advanced degree in business, public administration, criminal justice, or J.D. degree preferred
- Extensive experience in managing large public venues from a physical security, legal, business continuity, audit, and/or risk management perspective
- Demonstrated experience hiring and/or leading large teams of law enforcement professionals and critical third-party resources (e.g., contractors, vendors, consultants)
- Exceptional interpersonal skills and a professional, calm demeanor when in stressful situations
- Experience successfully communicating or presenting to all levels of the Institution and external boards
- Results-driven, adaptable with ability to manage multiple priorities and meet deadlines
- Ability to work effectively and productively in a highly diverse, creative, fast-paced, multicultural environment

HOW TO APPLY:

Send resume and cover letter to: 911mmhrjobs@811memorial.org.