



FIREWISE OF SOUTHWEST COLORADO

EXECUTIVE DIRECTOR

GENERAL INFORMATION

Position Title: Executive Director

Position Status: Permanent with Benefits

Location: Durango, CO

Reports to: FireWise of Southwest Colorado Steering Committee

FireWise of Southwest Colorado (www.southwestcoloradofires.org) is a regional wildfire organization that promotes wildfire preparedness, prevention and mitigation activities across Archuleta, La Plata, Montezuma, Dolores and San Juan counties in Colorado using a unique Neighborhood Ambassador Program. As a collaborative focal point for wildfire-related information, FireWise of Southwest Colorado:

- **EDUCATES** homeowners about wildfire risk and promotes activities that help communities and homeowners increase fire preparedness
- **PROMOTES** wildfire risk reduction through community preparedness and planning
- **PROVIDES** funding to assist landowners with hazardous fuels reduction and defensible space projects
- **SUPPORTS** cooperator efforts to collaboratively achieve common wildfire-related objectives

FireWise works collaboratively with a diverse range of partners including, but not limited to the U.S. Forest Service, Bureau of Land Management, National Park Service, Southern Ute and Ute Mountain Ute Tribes, Colorado State Forest Service, Colorado Division of Fire Prevention and Control, Colorado Division of Homeland Security and Emergency Management, County Emergency Managers, fire protection districts and fire departments as well as community leaders who have a vested interest in wildfire preparedness, prevention and education. FireWise enjoys a working partnership with the San Juan Mountains Association (SJMA), which is a 501(c)(3) organization that serves as the fiscal agent for FireWise.

POSITION DESCRIPTION

The Executive Director provides the planning, organization, and direction for the following:

- Provide wildfire **education and outreach** resources in order to promote and facilitate educational initiatives as well as program objectives.
- Support the development of **wildfire planning** efforts to better prepare communities, counties and agencies for wildfire.
- Promote **fuels reduction and mitigation projects** in wildland-urban interface communities to reduce risk and mitigate potential loss.
- Provide **organizational development and sustainability** to ensure FireWise program success.

The Executive Director provides guidance and mentorship to FireWise Coordinators. In addition, the Director works in collaboration with an appointed Steering Committee and acts as a regional liaison between federal, state, county and local representatives to encourage information exchange while strengthening collaborative partnerships between agencies and communities.

ESSENTIAL ATTRIBUTES

- Ability to simultaneously manage multiple projects with varying levels of complexity
- Attention to personal relationships, careful partnership building and follow-through
- Pays close attention to detail and organization
- Strong facilitation and leadership skills
- Excellent oral and written communication skills
- Public speaking and professional presentation skills
- Team player with the ability to collect many different types of input and move forward in positive, productive ways
- Demonstrates initiative
- Willingness to work some evenings, weekends and holidays

MINIMUM QUALIFICATIONS

- B.A. or B.S. in a related field and 3+ years of experience with organizational and/or non-profit management. A background in wildfire education and mitigation or natural resource management is preferred but not required.
- Proven ability to work with a diverse range of people, such as residents, agency personnel and elected officials in a manner that promotes connection and collaboration
- Some grant writing, reporting, and/or management experience
- Financial management and reporting experience
- Leadership skills and program management experience
- Successful coalition building experience around community issue(s)

DESIRED SKILLS AND KNOWLEDGE

- Supervisory/mentorship experience
- Understanding of wildfire issues and wildfire adaptation principles
- Experience communicating about technical information, especially fire and related natural resources and community issues, with a variety of audiences
- Fundraising
- Proficiency in Microsoft Excel, Word, Publisher & PowerPoint
- Familiarity with marketing software like Constant Contact or Mail Chimp
- Familiarity with ArcGIS software

POSITION DUTIES AND RESPONSIBILITIES

While providing organizational oversight, the Executive Director is primarily responsible for:

Grants, Agreements and Financial Management – Estimated 35% of Time

Since FireWise is primarily grant funded, a priority for the Executive Director is to ensure financial sustainability for the organization. The Executive Director works both independently and collaboratively to apply for appropriate funding opportunities, which help to support the activities carried out under the FireWise mission. The FireWise annual budget averaged \$500,000 the last few years.

The Executive Director is expected to:

- Develop and manage an annual FireWise budget, funding allowances and expenditure timeline information for diverse grant funding sources.
- Actively pursue and manage federal, state and local grant opportunities, often times in collaboration with interagency partners.
- Provide budgetary information and funding recommendations to the FireWise Steering Committee.

- Coordinate payments, reimbursement requests, grant drawdowns, contracts and agreements, and other fiscal management with the San Juan Mountains Association.
- Responsible for grant tracking and reporting.
- Pursue and manage fundraising and sponsorship opportunities.
- Draft and seek appropriate approval for planning, personnel and other related contracts or memorandums of understanding.
- Develop and disseminate an annual report.

Organizational Sustainability/Partnerships – Estimated 25% of Time

FireWise strives to be forward thinking when planning for the future sustainability and resiliency of the organization. The Executive Director works to ensure timely progress toward future organizational direction and vision and actively engages in activities/efforts of partner organizations.

The Executive Director is expected to:

- Provide strategic planning and oversight for organizational sustainability efforts.
- Facilitate updates of Bylaws, operating guidelines, travel policy, and other organizational documents.
- Maintain bi-monthly meetings with the Steering Committee for fiscal oversight and strategic direction
- Collaborate with FireWise Steering Committee and County Coordinators to collaboratively develop program goals and objectives.
- Facilitate updates to the FireWise strategic planning document.
- Share impacts of Ambassador’s work to build support and funding for the organization.
- Act as a regional and statewide liaison to encourage information exchange while strengthening collaborative partnerships.
- Ensure the continued participation of FireWise as a core member of the [Fire Adapted Communities Learning Network](#) and [Fire Adapted Colorado](#).

Wildfire Education and Outreach – Estimated 10% of Time

FireWise promotes wildfire education across the region in an effort to broaden understanding of the inherent wildfire risk to the communities and population living in our wildland-urban interface areas. We strive to provide the public with wildfire education in an effort to help empower them to take actions to mitigate their risk. FireWise also serves as a regional resource for connecting a large group of diverse interagency stakeholders by sharing regional successes and issues and facilitating solutions.

The Executive Director is expected to:

- Provide strategic planning, coordination assistance and oversight for education and outreach efforts.
- Understand and effectively speak to wildfire-related issues to deliver consistent, specific messaging about wildfire risk and mitigation actions.
- Understand and effectively speak to issues involved with home ignition vulnerabilities.
- Coordinate the development of educational materials for FireWise, including education initiatives to promote FireWise program concepts locally and beyond.
- Coordinate the development and delivery of FireWise media, marketing, and public relations initiatives.
- Compile and report quarterly the number of contacts and accomplishments for education, outreach, planning, and mitigation efforts.

Wildfire Planning – Estimated 10% of Time

Wildfire planning efforts provide an integral base for helping to educate residents, promote fuels reduction, prioritize areas for action and encourage multi-level collaboration. FireWise strives to utilize

planning efforts and resulting recommendations as guidelines for implementation efforts. FireWise participates in and facilitates the development of Community Wildfire Protection Plans and Community Wildfire Risk Assessments for Ambassador communities. FireWise also supports the development of wildland-urban interface codes, covenants and restrictions for neighborhoods and in County Land Use Codes and other broad-scale planning efforts as needed.

As such, the Executive Director is expected to:

- Provide strategic guidance and oversight for planning efforts.
- Secure future planning contracts/ agreements.
- When necessary, assist County Coordinators with the facilitation, drafting and development of planning efforts or wildland-urban interface code language.

Fuels Reduction and Mitigation Projects – Estimated 10% of Time

FireWise supports fuels reduction projects in high wildfire risk areas within the region through education, written scopes of work, and financial assistance. This includes home wildfire risk assessment site visits and cost-share grant funding assistance to neighborhoods and private landowners for implementing landscape-scale fuels reduction and defensible space projects. FireWise also manages and implements a Chipper Rental Rebate Program.

The Executive Director is expected to:

- Ensure adequate funding for Site Visits, Chipper Rebates, Cost-Share, Kickstart, and other homeowner incentive programs.
- Develop and coordinate tracking and reporting mechanisms for diverse grant sources.
- Provide oversight and assistance to County Coordinators to ensure success of all incentive programs.
- Provide strategic planning and oversight for identifying and completing high priority fuels reduction and mitigation projects.

Personnel Management – Estimated 10% of Time

The Executive Director provides guidance and mentorship to the Assistant Director and contract coordinators. The Director is responsible for hiring Coordinators, creating position descriptions and job objectives as well as acting as a representative for SJMA in regards to human resource issues/ matters.

- Provide general long-range targets and activities for FireWise Coordinators.
- Promote professional development, training, and support for FireWise Coordinators.
- Foster a team environment.
- Assist with the development and implementation of individual and organizational Annual Work Plans.
- Conduct annual self-evaluations with FireWise Coordinators providing direction and recommendations as to how to improve performance and productivity

Research and Field Studies – Estimated 5% of Time

FireWise is partnered with [WiRE](#), a wildfire research team of social science researchers. Collectively, this wildfire research team examines wildfire risk, homeowner perception of risk, and how certain behaviors or experiences influence homeowners to participate in wildfire mitigation activities.

The Executive Director is expected to:

- Ensure FireWise participation on the research team and contribute to researcher-practitioner collaboration.
- Provide general direction and oversight for research activities within the region.
- Work to initiate programs to reflect research findings and field studies, which strengthen and improve FireWise efficacy.

COMPENSATION

Salary is commensurate upon experience and qualifications; the starting range is \$50,000 - \$60,000 annually. This exempt position is a benefited employment opportunity. Benefits include paid time off and paid holidays, health insurance contribution, retirement match, professional development, mileage reimbursement, and cell phone stipend.

The position is expected to work from our Durango-based office location. Policies and procedures are established in the San Juan Mountains Association Employee Handbook and the FireWise of Southwest Colorado Operating Policies.

Health Insurance Reimbursement will be provided after 90 days of employment. Employee will be eligible for full benefits following a successful six-month probationary period based on a written evaluation of job performance by the FireWise Steering Committee. This position will report to, and be supervised by, the FireWise of Southwest Colorado Steering Committee.

ENVIRONMENTAL AND PHYSICAL FACTORS:

Work is performed in an office, vehicle and /or outdoor setting in occasional rugged terrain in variable weather conditions. While performing the duties of this job the employee is required to stand, sit, walk, talk, or hear for extended periods of time.

ADDITIONAL INFORMATION

- Applicants living outside of southwest Colorado may apply; however, the Executive Director is expected to live within the region. Relocation expenses are not available.
- The FireWise of Southwest Colorado office is located in The Commons Building in Durango.
- Successful applicants must have a valid Colorado driver's license, or ability to acquire one upon employment. A personal vehicle will be needed for business with mileage reimbursed per the travel policy.
- A monthly stipend will be provided toward the use of a personal cell phone for business.
- If you have questions regarding the job that are not addressed in the job description, you may send them to: jobs@southwestcoloradofires.org.

HOW TO APPLY

Interested individuals should submit the following:

- 1) Letter of Application. No more than two pages. Include statements describing the skills and background you have which meet the specific knowledge, skills and abilities sought to meet the duties of this position.
- 2) Resume. Should be a maximum of three pages and include at least three professional references.
- 3) Certified college transcript(s)

APPLICATION DEADLINE:

Application deadline is 5 pm, Aug. 18, 2017, Mountain Daylight Time. Please send application materials electronically to: jobs@southwestcoloradofires.org.

Equal Employment Opportunity. There shall be no unlawful discrimination or harassment against employees or applications for employment because of race or color, religion or creed, sex or gender, sexual orientation, national origin or ancestry, age, physical or mental disability, military status, genetic information or other protected status.