



Executive Director

California Fire Safe Council

\$140,000 - \$165,000

The Opportunity

The California Fire Safe Council (CFSC) is seeking an Executive Director to provide the leadership, vision, and operational knowledge necessary to realize the mission of CFSC to prevent, mitigate, and educate the public about wildfires in California. The responsibilities of the Executive Director include:

- Developing external community relations and development activities.
- Organizational leadership for staff and the Board.
- Fiscal oversight and management of the CFSC.
- Communications and consensus building among all stakeholders.

Through programs and services, the Executive Director will increase and lead CFSC in its efforts to encourage grassroots local councils, sustain and/or increase funding for strategic initiatives, educate citizens about direct mitigation efforts for wildfire, develop local grant programs to enable the CFSC mission, and build relationships between federal, state, and local governmental entities, other non-profits and quasi-public bodies, environmental communities, and private corporations that are impacted by wildfire occurrence and losses.

Our Organization

The California Fire Safe Council (CFSC), a California non-profit corporation, was first formed as a project of the California Department of Forestry and Fire Protection (CAL FIRE) in 1993. It brought together community leaders, governmental agencies, and corporations to provide education to the residents of California on the dangers of wildfires and how they could be prevented. In 2002, CFSC became a non-profit organization.

CFSC facilitates an efficient way to get federal fire prevention and mitigation funding to local communities through our online, "one-stop shop," Grant Clearinghouse. The US Department of Agriculture, Bureau of Land Management, National Park Service, and Fish & Wildlife Service provide large master grants to CFSC to conduct, select, manage, and monitor sub grants to local community groups such as Fire Safe Councils, homeowner associations, local government, fire departments, and other entities working on wildfire prevention activities such as defensible space, community fire planning, and education. We also provide technical assistance to our grantees to ensure successful granting and projects.

Since 2004, the CFSC has provided more than 1200 grants totaling more than \$118M in grant funding to help build a fire-resilient California. We also provide technical assistance and support to Fire Safe Councils and other community wildfire preparedness groups. With the threat of wildfire looming ever-larger for many California communities, CFSC is redoubling its efforts to build strong local and countywide Fire Safe Councils, and lead efforts in community wildfire preparedness, education, and mitigation to build fire-adapted communities throughout California.



Our Mission

CFSC's mission is to be California's leader in community wildfire risk reduction and resiliency.

Our Values

Diversity, Equity, Inclusion & Respect

Trust; respect each other's time; respect for different viewpoints; equitable space for all; trauma-informed practices; code of ethics; inclusion.

Leadership

Transparency; "Banish the HIPPO" (Highest Paid Person's Opinion); management that models the norms; feeling like management and team have your back; model self-care; clear roles and responsibilities; encourage curiosity; recurring opportunities for feedback from supervisors.

Intentional Communication

Listen respectfully; honesty and resiliency; effective communication; create touchpoints to come together when needed; be kind.

Cultivating a Team Atmosphere

Positive work environment; celebrate success; cultivate a team atmosphere and personal connections; have fun; intentional communications and invitations; share skills.

Commitment to Quality & Improvement

Always put your best foot forward; consistency and accountability; creative and informed planning; written policies and procedures for clear guidance and expectations; assess and learn from conflict; review processes annually; continuous training; utilize tools that set us up for success.





The Position

Position Summary

The Executive Director provides the leadership, vision, and operational knowledge necessary to realize the mission of the California Fire Safe Council to prevent, mitigate, and educate the public about wildfires in California. The Executive Director is responsible for developing and maintaining external community relations and development activities and building and sustaining an internal team in support of the mission. The responsibilities of the Executive Director include developing external community relations and development activities, organizational leadership for staff and the Board, fiscal oversight and management of CFSC, and communications and consensus building among all stakeholders.

Through programs and services, the Executive Director will increase and lead CFSC in its efforts to encourage grassroots local councils, sustain and/or increase funding for strategic initiatives, educate citizens about direct mitigation efforts for wildfire, develop local grant programs to enable the CFSC mission, and build relationships between federal, state, and local governmental entities, other non-profits and quasi-public bodies, environmental communities, and private corporations that are impacted by wildfire occurrence and losses.

Details

Salary: \$140,000 - \$165,000 per year, depending on qualifications

Location: Sacramento with frequent travel throughout California

Reports to: CFSC's Board of Directors

Benefits: \$475 per month toward medical, dental, and vision insurance; professional development opportunities; IRA match up to 3%; 11 paid holidays; paid vacation (starts at 80 hours); 2 personal days per year; and paid sick leave

Essential Functions

Communications and Relations Management

- Relationships with federal, state, and local elected officials and government agencies.
- Community development through local Fire Safe Councils, Firewise Communities, and sponsor events.
- Communications management, including website, social media, and broadcast and print media.
- Development outreach to sustain funding and/or fundraising with foundations, Master Grant funders, and private donors.

Organizational Management and Leadership

- Fiscal management, including developing budgets, cost tracking, and audit reports.
- Overall leadership and management of staff and day-to-day operations of the organization; team building and supporting staff.
- Attracting, nurturing, and retaining the talent needed at all levels to carry out the mission; developing a strong internal succession planning culture for staff.
- Responding promptly, effectively, and appropriately to issues, problems, or crises as they arise.

Operational Planning and Management

- Gathering mission-related data, analyzing trends, challenges, and opportunities, and providing the Board with informed policy choices in a timely manner.
- Working with the Board and staff to develop strategies, plans, and tactics to fulfill our mission.
- Communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board.

Qualifications

The following qualifications are those we believe are necessary to successfully perform the essential functions of the position and are criteria used to evaluate candidate resumes.

- A bachelor's degree in business administration, public administration, or equivalent.
- Three years of experience managing a small staff.
- Experience working with a geographically dispersed workforce that teleworks.
- Experience managing variance reporting for both program and organizational budgets.
- Experience in community engagement and organizing with demonstrated success in establishing and maintaining effective relationships with business communities, other non-profit organizations, and government entities.
- Excellent communication skills, both written and verbal, and the ability to communicate complex topics to a variety of audiences (internal & external).
- A transparent and strength-based communicator who (a) welcomes and cultivates an environment of critical thinking and questions and (b) has the ability to translate ideas to varying audience; utilizes active listening skills (ability to pivot and implement).
- Outstanding interpersonal skills that demonstrate an ability to work productively with a variety of people and groups with varying interests.
- Strong personal connection and commitment to the mission and goals of CFSC; resilience and dedication to the overall picture and willing to work through difficult situations.
- Excels at conflict management; possesses patience, resiliency, emotional intelligence, and decisiveness; sees conflicts as an opportunity for change and healing.
- Possesses a democratic and participative leadership style; a collaborator who values their staff, volunteers, and board members, and places strong importance on teamwork.
- Prioritizes a healthy working environment for the entire CFSC team; trusts staff to do their jobs, unless provided a solid reason otherwise; excels at allowing each team member to grow in their role; ability to delegate and not micromanage; possesses a growth mindset to advocate for continual learning and career development.
- Integrity, both personally and professionally; possesses humility with an emphasis on accountability and self-awareness.
- Ability to prioritize Fire Safe Councils and community-based organizations for awareness of current needs with the ability to delegate and appoint as needed.
- Engages collaboratively with management team for decision-making.
- Proficiency in a variety of workplace software programs, including Word, Excel, PowerPoint, and Quick Books.

Preferred Qualifications

- A Master of Business Administration, Master of Public Administration, or other graduate degree.
- Experience soliciting funding to sustain or increase funds from individuals, federal and state agencies, philanthropic organizations, and corporations.
- Non-profit or executive-level management experience.
- Knowledge of and experience with California's issues surrounding wildfire.

To Apply

If you are interested in this exciting opportunity, please email a cover letter, a resume, and the names of five professional references to **apply@solutions-mrg.com**. Please type "CFSC Executive Director" in the subject of your email.

This is a continuous recruitment. The first review of resumes will occur on **December 19, 2022**. Interviews will be held in January, with the first interviews held virtually and finalist interviews held in person.

For more information about the position or selection process, please contact Rumi Portillo at (408) 966-8734 or apply@solutions-mrg.com.

For more information about CFSC, please visit our website at www.cafiresafecouncil.org

