



**ROUTT COUNTY
WILDFIRE MITIGATION
COUNCIL**

Executive Director Job Description

General:

The Routt County Wildfire Mitigation Council (RCWMC) requires an energetic, creative, and well organized Executive Director to manage our nonprofit organization in Routt, CO.

Position Title: Executive Director

Position Type: Full-time Employee

Location: Routt County, CO

Reports to: Routt County Wildfire Mitigation Council Board of Directors (BOD)

Salary Range: \$68,640 - \$72,800 Annually or \$33-\$35/hour plus benefits

Position Description:

The Executive Director is expected to provide administrative support, planning, and direction on the following:

General Administrative Duties

- Facilitate the BOD's development and implementation of the Council's strategies, goals and objectives
- Advocate for the Council's goals and objectives to residents, firefighting and emergency management agencies; local, county state and federal officials; stakeholders, Steering Committee, and media
- Maintain all essential program records and performance metrics, including but not limited to: status reports, budgetary information & funding, risk reductions, resident engagement, annual report, etc.
- Provide BOD with monthly budget and activity reports by the end of each month
- Perform administrative duties, including state registration and insurance coverages
- Manage and update RCWMC's social media platforms and RCWMC's website (www.routtwildfire.org)
- Respond to inquiries through RCWMC's email and social media platforms
- Respond to the Board of Directors' and RCWMC Committee Chairs' requests
- Confer with BOD to resolve external relations, program and personnel issues that arise
- Other duties (not described below) as may be assigned by BOD



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Grants, Agreements and Financial Management

- Act as facilitator for RCWMC's *Finance Committee*
- Help develop and manage annual RCWMC budget, funding allowances and expenditures for BOD approval including timeline for funding sources
- Coordinate payments, reimbursement requests, grant drawdowns, contracts and agreements, and other fiscal management
- Actively pursue and manage federal, state, local and private grants, fundraising and sponsorship opportunities (in collaboration with interagency partners)
- Compile reports to document program accomplishments for grants, permits and contracts
- Draft and seek approval from the BOD for planning, personnel and other related contracts or memorandums of understanding

Organizational Sustainability/Partnerships

- Provide strategic planning and oversight for organizational sustainability efforts
- Assist BOD in developing and maintaining the Council's Strategic Plan and goals
- Facilitate updates of Bylaws, operating and governance guidelines, and other organizational documents
- Attend and Contribute to all Board of Director Meetings
- Collaborate with RCWMC's BOD and Committees to develop program goals and objectives
- Maintain and develop working relationships and partnerships with agencies and public and private entities
- Promote the Fire Adapted concepts within the National Cohesive Wildland Fire Management Strategy
- Share impacts of Ambassador's work (*Outreach and Education Committee*) to build support and funding for the organization
- Ensure the continued participation of RCWMC as a member of Northwest Colorado Fireshed Collaborative, Fire Adapted Communities Learning Network, Fire Adapted Colorado, Colorado Forest Collaboratives Network and others

Wildfire Prevention Education and Engagement

- Engage community organizations (e.g., realtors, insurance companies, utilities, conservation districts, fire districts, local governments, and others) around wildfire prevention, preparedness, mitigation, and survival
- Work with the *Education and Outreach Committee* to promote, coordinate, and organize the annual Routt County Wildfire Mitigation Council.
- Work with the *Education and Outreach Committee* to coordinate the development of educational materials for RCWMC.



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- Coordinate development and delivery of RCWMC media, marketing, and public relations initiatives, including representing RCWMC at community events.
- Understand and effectively address wildfire-related issues to deliver consistent, specific messaging about wildfire risk and mitigation priority actions
- Promote programs under Fire Adapted Communities of the National Cohesive Wildland Fire Management Strategy such as Firewise USA; Ready, Set, Go! etc.
- Report quarterly to the BOD the number of contacts and accomplishments for education, outreach, planning, and mitigation efforts

Planning and Implementation

- Work with Community Partners/Officials on strategic guidance and oversight of planning efforts and securing future funding for fuel mitigation, land management laws and policies
- Assist with facilitation and development of planning efforts or wildland-urban interface code language and code enforcement for county, cities and HOAs
- Facilitate updates to county CWPP.

Risk Reduction and Mitigation Projects

- Pursue funding for RCWMC Cost-Share Programs, Chipping Days, and other fuels reduction and mitigation incentive programs
- Assist *Values at Risk and Mitigation Committee* with developing and coordinating tracking and reporting mechanisms for programs and grant sources
- Assist local governments with evacuation planning and awareness for wildfire events

Personnel Management

- Provide general long-range targets and activities for RCWMC volunteers
- Promote professional development, training, and support for volunteers
- Conduct annual evaluations providing direction and recommendations as to how to improve performance and productivity

Minimum Qualifications & Required Attributes

- B.A. or B.S. in a related field of study and 5+ years of experience with organizational and project management
- Financial management, fundraising, grant writing and reporting experience preferred
- Wildfire education/mitigation, knowledge of lodgepole pine ecosystems (fires, insects, disease), and/or natural resource management experience is preferred
- Possession of a valid Colorado driver's license, or ability to acquire one upon employment



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- Possession of a personal vehicle for business travel. Mileage reimbursed per the travel policy
- High energy, drive, and passion for wildfire prevention
- Attention to personal relationships, careful partnership building and follow through
- Ability to engage and secure the sustained support of many people and organizations
- Excellent oral/written communication skills, including phone, email, one-on-one, public speaking abilities
- Strong facilitation and leadership skills
- Demonstrates initiative
- Team player with the ability to collect many types of input and move forward in positive, productive ways
- Strong proficiency in Microsoft Office (Word, Excel, PowerPoint) and QuickBooks
- Understanding of Routt County's unique characteristics, and willingness to work with Community Partners at the grassroots and coalition-building level
- Willingness to work some evenings, weekends and holidays

Additional Information

- The Executive Director is expected to reside in and travel extensively around Routt County
- Mileage will be reimbursed based on the Council's Travel Policy at IRS rates
- The Executive Director is expected to supply their own PC with virus protection and a smart, mobile phone (Mobile phone service package with data may be approved for reimbursement by RCWMC)

Working Conditions

- Work is performed at a desk, in meetings and in the field
- Position will require flexible work hours when needed (evenings and some weekends), with basic work week being Monday through Friday

Physical Requirements

- Ability to lift and carry up to 40 pounds
- Ability to sit, walk, and stand for intermittent periods of time and on a frequent basis; bending, kneeling, squatting, reaching overhead, stretching, and climbing; strength, dexterity; occasional use of safety protective wear; coordination and vision to operate personal computer and view video monitor for extended periods; and ability to communicate on a telephone, via email, and in person