

Shasta County Fire Safe Council

Executive Director - Position Description

The Executive Director of the Shasta County Fire Safe Council (SCFSC) is the lead staff position that guides the SCFSC to achieve their mission to limit the impacts of wildfires to the communities within Shasta County. The responsibilities of the Executive Director include: leadership for SCFSC staff, budget management for the SCFSC, outreach to cooperating agencies/organizations; and, coordination with the SCFSC Board of Directors.

Organizational Leadership

- Overall leadership and management of staff in the day-to-day operations of the organization
- Recruiting, and retaining staff necessary for operational needs, community outreach, grant management and expenditure tracking.
- Responding appropriately to staff-related issues as they arise.

Budget Management

- Fiscal management, including developing budgets, cost tracking, monthly billing and monitoring.
- Prepare or oversee preparation of project contracts and grant applications.
- Ensure compliance with grant requirements including billing and reporting to grantors.

Community Outreach Communications and Relations Management

- Foster community involvement in the protection of communities from the impacts of wildfire with emphasis on Firewise Communities, other relevant community groups and events.
- Oversee SCFSC communications, via website, social media and printed media.
- Maintain relationships with Federal, State, and local agencies, organizations and individuals that share mutual concerns with the SCFSC.
- Maintain relationships with public and private agencies, organizations or individuals that could provide funding as means to meet the SCFSC mission.

SCFSC Board of Directors Coordination

- Work with the SCFSC Board of Directors in the development, execution and tracking of strategies and undertakings that fulfill the SCFSC mission.

- Communicate openly and promptly with the Board of Directors with relevant information regarding the development, implementation and tracking of undertakings and important organizational issues.

Qualifications

- The Executive Director is someone with demonstrated leadership skills working with a broad range of agencies, organizations and individuals. The Executive Director should have experience in management of an organization and supervision of subordinates.
- Although not required, experience in natural resource management, environmental science, forestry or similar field is preferred.
- The Executive Director must have a strong grasp of fiscal management, including budgeting, forecasting, and analysis. Experience with grant-funded programs, grant writing, and budget management is preferred.
- Experience with a Board of Directors or similar committees is preferred with past successes in the cultivation and maintenance of relationships with agencies, organizations, Boards, and/or committees.
- Excellent communication written and verbal skills is necessary. The Executive Director must be able to communicate complex topics to a variety of audiences (internal & external).
- Proficiency in a variety of workplace software programs, including Word, Outlook, Excel, PowerPoint. Some experience with QuickBooks is preferred
- Knowledge of and experience with California's issues surrounding wildfire is preferred.