

Grand County Wildfire Council Seeks Executive Director

General Information

The Grand County Wildfire Council (GCWC) is seeking an energetic, creative, and organized Executive Director to manage our nonprofit organization in Grand County, CO.

Position Title: Executive Director

Position Type: Full-time Contractor

Duration: See below (one year with possibility of extension based on needs and funding)

Location: Grand County, CO (remote work is possible if applicant agrees to spend time in Grand County)

Reports to: Grand County Wildfire Council Board of Directors

Pay: \$25/hour

Due Date: **December 31, 2021, 11:59pm Mountain Time**

Planned Start Date: February 1, 2022



PO Box 338
60500 US Highway 40
Granby, Colorado 80446
970-627-7121

BeWildfireReady@gmail.com
www.BeWildfireReady.org

About Grand County Wildfire Council

Grand County Wildfire Council (GCWC) is a non-profit, community-based organization in Grand County, CO, with the mission: “Through collaboration, education and action, engage in wildfire prevention, preparedness, mitigation, and survival.”

GCWC’s ultimate goal is to create a Fire Adapted Grand County by providing a countywide and regional platform that connects practitioners, community, resource and infrastructure managers, and public officials to develop a collaborative approach to advocate for, fund and implement wildfire resiliency.

GCWC is overseen by a Board of Directors (BOD) guided by the Steering Committee consisting of individuals and agencies who support the mission and objectives of the Council. Steering Committee members may include, but are not limited to, resource and fire agency personnel; departments within the Grand County government; town representatives; infrastructure operators; HOAs; individual homeowners; organization representatives from agriculture, timber, mitigation, builders, realtors; and other interested parties.

Position Description

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

General Administrative Duties

- Have a thorough understanding of the Council’s goals and objectives
- Advocate for the Council’s goals and objectives to residents, firefighting and emergency management personnel, local and state elected officials, stakeholders, Steering Committee, and the media.
- Maintain all essential program records
 - Provide regular program status reports, budgetary information and funding recommendations to the BOD, Steering Committee, elected officials and the general public.
- Provide BOD with monthly invoices and activity reports by the 30th of each month.
- Perform general administrative duties pertaining to the GCWC
- Manage and update GCWC’s social media platforms.
- Maintain GCWC’s website (www.bewildfireready.org)
- Answer the GCWC Google Voice phone line and email.
- Ask for timely input from the Board of Directors and GCWC Committee Chairs.
- Confer with BOD to resolve program issues that arise.
- Other duties (not described below) as assigned by BOD.

- Work with BOD and an accountant to complete annual required tax forms (including 940 and 1099s for cost-share participants)

Grants, Agreements and Financial Management

- Act as the Chairperson for GCWC's *Finance and Advocacy Committee*
- With the *Finance and Advocacy Committee*, develop and manage annual GCWC budget, funding allowances and expenditure timeline information for diverse grant funding sources.
 - Coordinate payments, reimbursement requests, grant drawdowns, contracts and agreements, and other fiscal management using QuickBooks.
- Actively pursue and manage federal, state and local grants, fundraising and sponsorship opportunities (often in collaboration with interagency partners).
 - Compile reports and other communications as necessary to document Program accomplishments for grants, permits and contracts
- Draft and seek appropriate 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 and Steering Committee with developing the Council's Strategic Plan and annual goals.
- Facilitate updates of Bylaws, operating guidelines, travel policy, and other organizational documents.
- Organize at least quarterly meetings of the BOD (more regular meetings if needed)
- Assist BOD with organizing quarterly meetings of the Steering Committee
- Collaborate with GCWC Steering Committee and County Coordinators to collaboratively develop program goals and objectives.
 - Maintain and develop working relationships and partnerships with agencies and public and private entities for the promotion of the Fire Adapted Communities Program
 - Share impacts of Ambassador's work (*Education & Engagement Committee*) to build support and funding for the organization.
 - Ensure the continued participation of GCWC as a member of Northwest Colorado Fireshed Collaborative, Fire Adapted Communities Learning Network and Fire Adapted Colorado.

Wildfire Preparedness Education and Engagement

- Sit on the *Education and Engagement (E&E) Committee* and recruit members to sit on the *E&E Committee/Community Ambassadors Program*
 - Engage community organizations/members (i.e., realtors, insurance companies, utility companies, conservation districts, and others) around wildfire prevention, preparedness, mitigation, and survival.
 - Work with the *Education and Engagement (E&E) Committee* to coordinate the development of educational materials for GCWC, including the *Community Ambassadors Program*.
 - Coordinate the development and delivery of GCWC media, marketing, and public relations initiatives.
- Start the movement locally with local real estate agencies on what it means to live amongst lodgepole pine forests.
- Understand and effectively speak to wildfire-related issues to deliver consistent, specific messaging about wildfire risk and mitigation actions.
 - Understand and promote national programs such as the National Cohesive Wildland Strategy; Firewise Communities USA; Ready, Set, Go; etc.
 - Understand and effectively speak to issues involved with home ignition vulnerabilities.
- Compile and report quarterly the number of contacts and accomplishments for education, outreach, planning, and mitigation efforts.
- Partner with the Wildfire Research Center (WiRe) to provide necessary information, critical data collection and detailed community outreach for ongoing wildfire risk research.
 - Present wildfire risk research findings to communities.

Planning and Implementation

- Work with Community Partners/Officials on strategic guidance and oversight of planning efforts.
 - When necessary, assist with the facilitation, drafting and development of planning efforts or wildland-urban interface code language and code enforcement for county, towns, and/or HOAs.
 - Facilitate updates to county and fire district CWPPs.
- Work with Community Partners, federal agencies, and public officials to secure future planning contracts/agreements
 - Work with federal agencies on fires, mitigation, fuel breaks, land management

Fuels Reduction and Mitigation Projects

- Work with BOD to ensure adequate funding for GCWC Cost-Share Programs, Chipping Days, and other homeowner mitigation incentive programs.
- Assist *Mitigation Planning and Implementation Committee* (and Wildfire Mitigation Specialist once hired) with developing and coordinating tracking and reporting mechanisms for programs and grant sources.
- Assist *Mitigation Planning and Implementation Committee* (and Wildfire Mitigation Specialist once hired) with ensuring the success of all incentive programs.
- Assist *Mitigation Planning and Implementation Committee* (and Wildfire Mitigation Specialist once hired) with identifying and completing high priority fuels reduction and mitigation projects.

Personnel Management

- Provide general long-range targets and activities for *Community Ambassadors* and *E&E Committee* volunteers.
- Promote professional development, training, and support for *Community Ambassadors* and *E&E Committee* volunteers (and Wildfire Mitigation Specialist once hired).
- Foster a team environment.
- Conduct annual self-evaluations with *Community Ambassadors* 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 3+ 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.
- Possession of a personal vehicle for business travel. Mileage reimbursed per the travel policy.
- High energy, drive and passion for wildfire prevention and preparedness.
- 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 telephone, 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)
- Strong proficiency in QuickBooks
- Website management
- Meeting facilitation skills including proficiency with Zoom
- Understanding of (or willingness to learn about) Grand County's unique characteristics, and willingness to work with community partners at the grassroots and coalition-building level.
- Willingness to work some evenings and weekends.
- Familiarity with GIS and Collector platforms preferred.

Contract Details

Payment

- \$25/per hour for the work performed under this contract not to exceed 2080 hours annually.
- \$0.56 cents/mile (2021) for approved travel to meetings, workshops, and other work incurred as part of the role
- Actual receipt reimbursement during approved travel to meetings/conferences.
- Exceptions to the not-to-exceed amounts above may occur if additional project funding is received.

Invoicing

- Contractor shall submit invoice by the 30th of each month with associated project report to be paid by the Wildfire Council within five (5) business days. Invoices and project reports are to be sent to Council's Chairperson for review who will approve it and send it to the Treasurer for payment.
- A copy of receipts for any expenses claimed must be included.
- If there is a disputed invoice both parties agree to discuss the controversy and work out an amicable solution.

Contractor Responsibility

- Successful applicant must have the ability to work from a home office.
- Contractor agrees to provide equipment (computer, printer, and phone) necessary to conduct their role.
- GCWC will provide any special equipment needed (tablet for assessments, GPS for surveying project boundaries) as well as funding for needed office supplies.
- Office hours are not a contract requirement.

Relationship of Parties

- This contract creates an independent contractor-employer relationship. Contractor is solely responsible for the conduct and control of the work.
- Contractor is not an employee of GCWC within this agreement.

Overtime and Benefits

- Contractor is responsible for managing their time to ensure that hours do not exceed the maximum allowed as no overtime pay will be given.
- Contractor is not entitled to any overtime, benefits, workers' compensation, health insurance, or retirement benefits.

Payroll Taxes

- As a 1099-status contractor, selected Executive Director will be responsible for paying their own payroll taxes

Liability

- Contractor also accepts all responsibility for the condition of all equipment used in the performance of this contract.

Duration

- Either party may cancel this contract with 60 days written notice; otherwise, the contract shall remain in force until December 31, 2022 with a 6-month probationary period and performance review.
- Contract may be renewed or transitioned into a full-time salaried employee based on funding, need, and performance.

Additional Information

- Applicants living outside Grand County (but within the State of Colorado) may apply; however, the Executive Director is expected to travel extensively in and around Grand County.
 - Mileage will be reimbursed based on the Council's Travel Policy.
- A contract offer is contingent on passing a criminal background investigation with fingerprinting.

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 eye and / or ear protective wear; coordination and vision to operate personal computer and view video display terminal for frequent periods; and the ability to communicate on a telephone, via email, and in person.

How to Apply

Interested individuals should submit the following as a **single PDF** to bewildfireready@gmail.com. Application period open until at least **December 31, 2021, 11:59pm Mountain Time** or until filled.

Letter of Interest. No more than one page. Include statements describing the skills and background you have that meet the specific knowledge, skills and abilities sought for this position.

- **Resume.** Should be a maximum of three pages and include at least three professional references.
- **College transcript(s)**

PLEASE NOTE: When submitting your application be sure to include all relevant education and experience, as applications are screened based on the qualifications listed in this position announcement. Applications that do not appear to meet minimum qualifications, as outlined above, will not be considered. Resumes alone will not be accepted in lieu of the "Letter of Interest".

Applications will be reviewed and top candidates will be contacted for interviews. The planned start date is February 1, 2022.

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.

Contact Us



PO Box 338
60500 US Highway 40
Granby, Colorado 80446
970-627-7121
BeWildfireReady@gmail.com
www.BeWildfireReady.org