

Routt County Wildfire Mitigation Council (RCWMC)

Executive Director Position Description:

- General administrative duties pertaining to RCWMC.
 - Assist Board Treasurer to monitor and maintain financial information.
 - Track Project(s) development and tasks
 - Respond to public inquiries and/or requests.
- Assist and coordinate efforts of the RCWMC committees to accomplish Council objectives (See attached Strategy Handout)
- Thorough understanding of the Council's goals and objectives
 - Advocate goals and objectives to residents, firefighting and emergency management personnel, local elected officials, the media, and community members.
- Manage, update, and keep relevant the Council's social media platforms.
- Website Administration
 - Keep the website current and functioning.
 - Ask for timely input from the Board of Directors and Committee Chairs
 - Work with professionals on organizational website update needs or improvements.
- Work to engage the community, i.e., realtors, insurance companies, utility companies, conservation districts, and others around wildfire preparedness.
- Work with the Values at Risk and Mitigation committee to implement the Firewise Communities program and other programs under the Fire Adapted Communities program of work.
- Work with the Plans and Policies committee to assist in the development of the countywide Community Wildfire Protection Plan.
- Assist with writing and administering grants for fuels reduction, wildfire education, and forest/watershed management activities.
- Maintain and build relationships with volunteers, partners, contractors, and decision makers.
- Participate and present at monthly board meetings and quarterly council meetings.

Qualifications:

- Preference of a College degree in a related field (e.g. disaster resilience, wildfire sciences, community planning, emergency management, social science, natural resources, geography, communications, etc.)
- Two or more years of experience with successful project management and organizational development.
- Experience working with professionals as well as volunteers.

Knowledge, Skills and Abilities:

- Strong financial management skills, including budget preparation, analysis, and reporting.
- Knowledge of MS Office.
- Demonstrated ability to oversee and collaborate with council members, public, other boards, and governing bodies.
- Strong Grant writing skills, having experience with both applications and administration of local, state and federal grants, and non-profit organizations.
- Excellent, enthusiastic communication and presentation skills
- Willing to develop understanding of wildfire mitigation best practices and programs.
- Must have strong relationship with and knowledge of Routt residents, and organizations.

Description of Work: This is a part-time contract position. The Contractor shall perform all services on behalf of the Routt County Wildfire Mitigation Council.

- Contractor will report to the appropriate Board chairpersons for program guidance and support.
- Hours shall be approximately equivalent to that of a half-time employee or 1040 hours annually.

Payment: RCWMC Board of Directors will be responsible to pay contractor:

- \$30-\$35/hour for the work performed under this contract not to exceed 1040 hours annually, without prior written approval from the Board of Directors
- Stipends shall be provided for professional development, travel, office supplies, mobile phone and per diem.

Please send a resume and cover letter to info@routtwildfire.org by December 15, 2021. Questions about the job can also be directed to that same email.