

West Region Wildfire Council  
**Position Announcement**  
Chief Executive Officer (CEO)



**Job Title:** Chief Executive Officer (CEO)

**Organization:** West Region Wildfire Council

**Location:** Ridgway, Colorado

**Office/Remote:** The minimum expectation for in office work is three days per week. Staff work in the office but are afforded the flexibility to work some days remotely as job duties and schedules allow.

**Reports To:** Board of Directors

**Direct Reports:** Chief Operating Officer and Chief Financial Officer

**Positions Status:** Full Time, Regular, Exempt Employee

### **Position Overview**

The West Region Wildfire Council seeks a dynamic Chief Executive Officer (CEO) to lead our nonprofit organization. This leadership role requires a strong background in fundraising and grants, financial management, and organizational strategy. The CEO is responsible for overseeing programs, ensuring financial stability, leading fundraising, and promoting a strong culture of collaboration and teamwork. The CEO's responsibilities are carried out in close partnership with the Chief Operating Officer and Chief Financial Officer.

### **Key Responsibilities**

#### **Fundraising and Development**

- **Develop and Lead Fundraising Strategies:** Create and implement comprehensive fundraising plans to diversify funding sources including individual donations, corporate sponsorships, and major gifts. Lead fundraising initiatives and campaigns, engaging staff, volunteers, board members, and the community to meet or exceed fundraising goals.
- **Donor Cultivation and Stewardship:** Cultivate a culture of philanthropy. Build and nurture strong relationships ensuring key donors feel valued, connected, and informed, and actively inspire long-term financial commitment to our cause.

#### **Grant Writing and Management**

- **Grant Vetting:** Lead efforts to vet potential grant opportunities that are in alignment with organizational goals, strategies, and mission. Ensure decisions regarding the selection of grants to pursue and proposed outcomes/deliverables are achievable from both a financial and programmatic standpoint.
- **Grant Writing and Management** Write grants for the organization. Work with the CFO to manage grant award budgets, deliverables tracking and reporting.

#### **Financial Management**

- **Budgeting and Resource Allocation:** Work in partnership with the CFO and Board treasurer to oversee the organization's financial health, managing budgets, cash flow, and ensuring responsible allocation of resources to support organizational priorities.
- **Sound Financial Decision Making:** Make informed financial decisions that align with the mission, ensuring long-term financial sustainability while optimizing resources.
- **Compliance and Regulations:** Ensure that the organization meets nonprofit financial compliance requirements and adheres to relevant regulations and standards.

#### **Leadership**

- **Visionary Leadership:** Develop and communicate a compelling, clear vision for the organization's future, ensuring that it remains aligned with the mission, and is responsive to evolving needs.
- **Leadership Team:** Work closely with the COO and CFO to provide executive oversight for operational, programmatic, financial, and strategic planning duties.

- **Prioritization and Problem-Solving:** Demonstrate the ability to quickly prioritize initiatives, make tough decisions, and tackle complex challenges with thoughtful, effective solutions.

#### **Relationship Building and Stakeholder Engagement**

- **Stakeholder Relationship Development:** Foster genuine, trust-based relationships with board members, staff, donors, contractors, partners, landowners, and constituents to strengthen community and stakeholder engagement.
- **Networking and Alliance Building:** Cultivate a broad network of allies, building strong partnerships and alliances across diverse stakeholder groups within the region, state and beyond.
- **Community Action:** Demonstrate a commitment to inclusivity and mutual respect, empowering people at all levels to contribute to the organization's success.

#### **Communication and Public Relations**

- **Dynamic Communication:** Use exceptional communication skills to be a persuasive spokesperson for the organization, engaging in public speaking, writing, and active listening to represent WRWC effectively.
- **Brand Development:** Lead efforts to enhance the organization's external relations and strengthen its brand to increase awareness and involvement.
- **Inspire Investment:** As a fundraiser and relationship builder, use enthusiasm and clear messaging to influence potential donors to support the mission and work of the organization.

#### **Leadership and Organizational Culture**

- **Mission-Driven:** Be a vocal advocate for WRWC's mission and lead by example, inspiring staff, board, partners, and the community to embrace the organization's vision and values.
- **Collaborative Environment:** Foster a cooperative and inclusive work environment where diverse ideas are welcomed, and team members' strengths are recognized and utilized.
- **Authentic Leadership Style:** Demonstrate honesty, flexibility, and transparency in leadership, empowering others while maintaining a hands-off, empathetic approach.

#### **Ideal Candidate**

The ideal candidate is a visionary leader with a passion for wildfire resilience and community safety. They are a strategic thinker, experienced fundraiser, and effective relationship builder who can engage donors, partners, and community members. They will have exceptional communication and relationship building skills, a drive to write grants as well as raise non-governmental funds, and a passion for advancing our mission. They bring strong financial management skills, a track record of leading mission-driven organizations, and a commitment to fostering a positive and inclusive work environment.

#### **Qualifications and Keys to Success**

- **Experience:** Experience in executive leadership role(s), preferably in a nonprofit or mission-driven organization, with a demonstrated history in fundraising, financial management, and organizational strategy.
- **Fundraising Expertise:** Experience and proven success in developing and executing comprehensive strategies that diversify revenue streams including individual donations, grants, and corporate sponsorships.
- **Financial Acumen:** Strong financial management skills, including experience in budgeting, financial planning, and managing organizational finances in compliance with nonprofit standards.
- **Strategic Vision:** Demonstrated ability to think strategically, create compelling short and long-term plans, and balance competing priorities effectively.
- **Relationship Building:** Proven ability to develop and deepen relationships and build trust and confidence among a wide range of stakeholders including partners, community members and donors.
- **Communication Skills:** Exceptional verbal and written communication skills with experience as an enthusiastic promoter and presenter.

- **Leadership and Management Style:** Collaborative, caring, transparent, directive, and flexible leadership style that values diversity and encourages a positive and productive organizational culture.

### **Organization Overview**

The West Region Wildfire Council (WRWC or the Council) is a nonprofit based in Ridgway, CO. Since 2007, WRWC has worked to increase wildfire resilience in our communities and forest ecosystems. The organization's staff is dedicated to wildfire mitigation, community resilience, and collaboration with landowners, agencies, and stakeholders across Delta, Gunnison, Hinsdale, Montrose, Ouray and San Miguel counties.

WRWC is governed by a Board of Directors and is also advised by U.S. Forest Service (USFS), Bureau of Land Management (BLM) and Colorado State Forest Service (CSFS) liaisons.

**Video of Our Work:** [Wildfire Resilience and Stewardship Across the Landscape: Working with Private Landowners](#)

### **Where We Are Today**

The WRWC is at a critical moment of growth, change, and impact. Wildfire is one of the most confounding issues of our time and our organization is on the forefront of providing resources and programming that addresses wildfire risk in our communities and ecosystems. Our work has led to diverse industry relationships, expanded funding sources, and increased demand for our services. At this time in our organization's lifecycle, we are seeking an exceptional leader to manage change, continue building momentum, and advance our mission with strategic visioning, fundraising expertise, financial acumen, and partner engagement.

### **Our Team and Work Culture**

We are a small, hard-working team that is dedicated to making great work happen with limited resources. We have a strong passion for our work and are driven each day to advance our mission and help make our communities, forests, and watersheds more resilient to wildfire. We utilize a team-oriented and collaborative approach to address the wildfire issue.

We understand that addressing the wildfire issue requires a dedicated and multi-disciplinary approach, and we seek to leverage the best available science and the best available technologies as well as our relationships to further our work and impact.

Our staff values a high-quality work product and ability to recognize needs, coupled with the willingness to jump in and begin addressing those needs. We are focused on honoring commitments, and we value the capacity to think outside the box, innovate, and move our programs forward in support of WRWC's mission. We value a sustainable work-life balance.

### **Compensation**

- **Salary:** This is a full-time, exempt position with a comprehensive benefits package. The CEO salary range is \$90,000 - \$110,000.
- **Annual Salary Increase:** All employees are eligible for an annual performance and budget dependent salary increase, typically in the range of 3.335%
- **Cost of Living Allowance (COLA):** The Board of Directors evaluates cost of living adjustments on an annual basis.

### **Benefits**

- **Healthcare:** Currently, we offer a taxable Flexible Employee Wellness Stipend – \$155 per pay period (\$4,008 annually). Can be used to offset premiums or other allowable wellness expenses. No wait period.
- **Family Medical Leave Insurance (FAMLI):** We cover the employee portion of the FAMLI payroll premium. FAMLI is a new CO payroll premium that became effective January 1, 2023.
- **Retirement:** Up to \$1,250 annually (after introductory period) cash match for individual qualified retirement contributions.

- **Paid Holidays:** 11 paid holidays (including your birthday).
- **Flexible Time Off:** We offer a Flexible Time Off Policy that permits opportunities for employees to request/take paid time off on an as needed basis with the intent of promoting trust in our employees and a sensible work-life balance. This benefit covers both personal leave and sick leave.
- **Cell Phone Stipend:** Up to \$60/month.
- **Physical Training Time:** Up to two hours per week paid time.
- **Mileage Reimbursement:** Reimbursement for work-related mileage on personal vehicles. Reimbursed monthly at the current federal rate for each mile documented.
- **Company Owned Vehicle:** Use of a company owned vehicle for work, in accordance with policies and availability.
- **Professional Growth and Development:** Funding support and time allocation is provided to encourage continued professional growth and development, education, and training as budget and capacity allow.

### Location and Housing

The West Region Wildfire Council office is in the town of Ridgway in the beautiful San Juan mountains of Colorado. Our office provides a mountain feel, abundance of natural light and FAST fiber internet.

If the candidate relocates to the West Region Counties from outside our six-county region, WRWC offers \$300 per month for the first six months of employment as a taxable relocation housing stipend. In addition, the WRWC will help the new CEO connect with housing and real estate professionals in the region.

### How to Apply

Please submit your resume and a cover letter outlining your experience and qualifications to <https://apply.workable.com/j/E934F80D17>. In your cover letter, highlight your achievements in fundraising and financial management and share how your leadership style aligns with the mission and values of the West Region Wildfire Council.

### Hiring Timeline

- **Application Deadline:** Open until position is filled.
- **Interview Process:** Candidates will participate in 1-2 initial Zoom interviews. Finalists will be interviewed onsite and attend a board and staff meet and greet in Ridgway, Colorado.
- **Hire Date:** Goal is July 2025.
- **Expected Start Date:** Goal is August 2025.
- **Background Check:** WRWC may conduct a pre-employment background check prior to final offer.

### Environmental and Physical Factors

Work is performed primarily in an office setting with some vehicle and outdoor exposure. While performing the duties of this job the employee is required to stand, sit, walk, talk, talk on the phone, type, participate in on-camera virtual/hybrid meetings and hear for extended periods of time. The person in this role will frequently sit in one position while in the office or while driving or attending in-person or zoom meetings. Limited overnight and domestic travel is expected. Weekend or evening commitments exist but are not frequent.

### 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. Equal employment opportunity, as required by law, shall apply to all personnel actions including, but not limited to recruitment, hiring, upgrading, promotion, demotion, layoff, or termination.