



California Fire Safe Council CHIEF ADMINISTRATIVE OFFICER

Purpose of Position:

The Chief Administrative Officer, working closely with, and under general direction of the Executive Director, develops, implements, and monitors the organization's policy and procedures according to its strategic plan and program objectives in support of a statewide network of partnerships that provides education, resources, and tools for California residents to be better prepared for wildfire. This position is responsible for creating strategies and objectives for a broad set of sub-functions to support the functional infrastructure in the areas of: finance, human resources, information technology, business services, grant proposals, outreach and education; the Board of Directors, and stakeholders.

Duties:

- Identifies current trends and implement the tools and methods in organizational development, change management, and performance management in support of the California Fire Safe Council's mission, objectives, and strategic plan.
- Manages the budgeting process; and ensures auditing and accounting policies and procedures are current and in compliance with the laws and rules of the state, federal, and local entities.
- Participates in financial and business planning, reviews and prepares reports for the Executive Director/Chair/Board of Directors.
- Supervises the organization's day-to-day administrative units, including information technology, facility/space management, and equipment.
- Oversees the resources/staffing needs of the organization: hiring, training, employee benefits, and the recruitment and retention of employees.
- Establishes and maintains strong relationships and communications with the Executive Director, Chair, and the Board of Directors.

Qualifications:

Five or more years of experience in business management/administration; budget management skills, including budget preparation, fund accounting, analysis, decision-making and reporting; collaboration skills in facilitating and motivating staff, stakeholders, and a diverse community of volunteers. Experience in a nonprofit organization is preferred.

Knowledge of the principals and methods of nonprofit organizational management in planning, delegating, and program development; information technology and data management tools and equipment; grant administration on a federal, state, and local level; human resources and business services administrative policy and procedures; governmental fund accounting principles and practices.

Ability to interface, engage, and communicate effectively; provide leadership and team building skills across a broad community-based audience; coordinate grant research and recommend funding sources; function effectively in a multi-functional, fast-paced changing work environment; recommend and operate software, systems, and/or related IT equipment.

To Apply: Please submit a resume by August 12th to Michaela Martinez, mmartinez@cafiresafecouncil.org. For more information, call 916-256-4392.