



# Executive Director California Fire Safety Council

CFSC provides a critical service to all citizens of the state of California. Through CFSC programs and services, the Executive Director will increase grassroots local councils, sustain and/or increase funding for strategic initiatives, educate citizens about direct mitigation efforts for wildfire, develop local grant programs to enable the CFSC mission, and build relationships between federal, state and local government entities, other non- profits and quasi-public bodies, environmental communities and private corporations that are impacted by wildfire occurrence and losses.

The new Executive Director (ED) will provide the leadership, vision and operational knowledge necessary to realize the mission of the California Fire Safe Council - to prevent, mitigate and educate the public about wildfires in California. A key responsibility of the Executive Director will be to develop external community relations and development activities. Working with a talented staff of dedicated professionals, the ED will have a unique opportunity to make a meaningful and vital contribution to society.

## **Reporting Relationship and Responsibilities**

The Executive Director (ED) of the California Safe Fire Council (CFSC) reports to the Board of Directors and is responsible for the overall management and direction of CFSC. The ED works with the Board to achieve the long-term strategic objectives of the organization. This will not be remote. The office location for the ED will be in its Sacramento, CA office. In addition to being a significant spokesperson for CFSC, the ED is responsible for implementing the organization's mission and meeting its financial goals. Reporting to the ED is a small dedicated, professional staff responsible for monitoring and facilitating the grant application and disbursement process. The ED's key responsibilities include:

## **Leadership**

- Participate with the Board in developing a vision and long-range strategy for achieving CFSC's mission;
- Identify, assess and inform the Board of internal and external issues that affect the organization;
- In concert with the Board Chair, act as a spokesperson for the organization;
- Represent the organization to convey its mission to the media and enhance CFSC's community profile to wider local, regional and national audiences where appropriate;
- Foster an effective and productive working relationship with the Board and staff;
- The ability to develop staff through training and process through a metric oriented process
- Ensure that the members of the Board are kept fully informed in a timely and thorough manner on CFSC's operations and financial position, the progress and efforts to achieve established goals and objectives, and on all important matters of interest to the Board and the organization.
- A history in building an organizational structure for a team.

### **Operational Planning and Management**

- Develop an operational plan that incorporates goals and objectives that work towards the strategic direction of the organization;
- Ensure that the operation of the organization meets the expectations of its Board and Funders;
- Oversee the efficient and effective day-to-day operation of the organization;
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate;
- Provide support to the Board by preparing meeting agendas and supporting materials as required.

### **Financial Planning and Management**

- Work with staff and appropriate board members to prepare a timely, comprehensive budget;
- Oversee the activities/responsibilities of the staff to include reviewing the allocation of resources for various programs;
- Track program costs and stay abreast of major financial activities including revenue received;
- Provide the Board with comprehensive, regular reports on the revenues and expenditures of the organization;
- Oversee the financial administration of all grants; ensure that program staff accomplish their approved program initiatives and that they meet compliance and reporting requirements;
- Verify that the proper procedures are in place to ensure that all official records and documents are properly maintained and that CFSC is always in compliance with federal, state and local laws and regulations.

### **Community Relations/Advocacy**

- Ensure that CFSC's messaging is clear, cogent and consistent and enhances the reputation of the organization;
- Research funding sources and participate in fundraising plans including writing funding proposals to increase the funds of the organization;
- Develop local grant programs to introduce and promote the CFSC mission; initiate contact with appropriate parties impacted by wildfire occurrence to stimulate their interest in becoming funders for CFSC;
- Continue to enhance the reputation of CFSC with its key funder – the Forest Service and in communications with all other agencies including BLM, Cal Fire, local elected officials, etc.;
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians and other organizations; participate in community development activities to continually promote and educate the public regarding CFSC's mission;
- In collaboration with the Board, work towards achieving CFSC's fundraising goals through engaging potential sponsors and leveraging key relationships and contacts;
- Manage all strategies and activities for donor cultivation, solicitation and relations;
- Maintain contact with and develop grant proposals for foundations, corporations and government funding sources.

### **Human Resources Planning and Management**

- Determine staffing requirements for organizational management, leadership and program delivery;
- As needed, recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission;

- Foster and facilitate a highly functioning leadership team; continue to build a leadership development and succession planning infrastructure as part of the culture;
- Manage the performance management process for all staff to include monitoring staff performance on an ongoing basis, conducting career development and conducting annual performance reviews.
- Meet the challenge of internal staffing work locations once the pandemic era is overcome.

### **Candidate Qualifications**

- A passionate visionary with a desire for continuous growth and a genuine interest in working with, and promoting the mission and goals of the California Fire Safe Council;
- Capable of eliciting high levels of personal trust and confidence from the Board of Directors, staff, and existing and potential donors;
- Outstanding interpersonal skills that demonstrate an ability to work productively with a variety of people and groups with varying interests;
- A top-quality mind with excellent leadership, management and administrative skills complemented by a strong personal presence, a collaborative work style and deep-seated results orientation;
- Knowledge on dealing with state/ federal government and business leaders
- Demonstrated success in establishing and maintaining effective relationships with business communities, other non-profits and government entities;
- Experience developing and managing program and organizational budgets and preparing and presenting monthly variance reports;
- Proficiency in a variety of workplace software programs including Word, Excel, PowerPoint and Quick Books;
- Comfortable with significant challenge; resilient, positive, tenacious and passionate about the organization's mission;
- An experienced manager with a personal management style that respects individual and cross-functional skills, encourages their creative use and empowers the team to assume broader responsibilities;
- Previous non-profit or executive level management experience;

**Deadline for submittals: Nov 20, 2020**

### **Contact the job poster:**

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