

# Grand County Wildfire Council Executive Director Role Description



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## General Information

The Grand County Wildfire Council (GCWC) requires an energetic, creative, and well-organized Executive Director to advance our nonprofit organization in Grand County, CO.

**Position Title:** Executive Director **Position Type:** Staff Contractor

**Duration:** One year with extension based on available funding

**Organization Location:** Grand County, CO

**Reports to:** Grand County Wildfire Council Board of Directors (BOD)

**Remuneration:** \$80-90K per year based on experience and qualifications

## 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 engagement, collaboration, education and action; pursue wildfire prevention, preparedness, mitigation, and survival.”*

GCWC’s 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 governed by a Board of Directors (BOD). The BOD receives recommendations from a Steering Committee which include fire department personnel, local government, infrastructure operators, HOAs, individual homeowners, community businesses / organizations, and other interested parties.

## Position Description

- Build permanent funding for GCWC’s base work of wildfire mitigation, education, and engagement.
- Obtain grant funding for risk reduction and home hardening projects.
- Represent the GCWC at public events, meetings and hearings.
- Ensure required administrative records are kept and filings made.

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

### **General Administrative Duties**

- Implement the BOD’s strategies, goals and objectives
- Advocate for GCWC objectives with residents, businesses, government officials, and outside agencies.
- Manage GCWC’s media, social platforms and website
- Draft an annual GCWC budget for BoD approval including funding sources
- Develop external issue positions and advocacy plans.
- Oversee and provide support for all GCWC work groups.
- Promote development, training, and support for volunteers and staff
- Report key performance indicators quarterly to the BOD.
- Conduct annual program reviews to recommend improvements
- Supervise any GCWC contractors and/or staff

### **Organizational Sustainability / Partnerships**

- Facilitate BOD and Steering Committee maintenance of the Council’s Strategic Plan and goals.
- Facilitate meetings of the BOD, Steering Committee and Work Groups (quarterly or more frequently)
- Develop relationships with agencies, public, and private entities to promote a Fire Adapted Community
- Ensure the continued participation of GCWC as a member of Northwest Colorado Fireshed Collaborative, Fire Adapted Communities Learning Network, Fire Adapted Colorado, and others.

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## **Wildfire Prevention Education and Engagement**

- Engage community organizations (e.g., realtors, insurance agencies, utilities, construction contractors, architects, conservation districts, etc.) around wildfire preparedness, mitigation, and survival.
- Work with *Education and Engagement Committee* to coordinate the development and delivery of materials to deliver consistent, specific messaging about wildfire risk and mitigation priorities
- Promote programs under Fire Adapted Communities of the National Cohesive Wildland Fire Management Strategy such as Firewise USA; Ready, Set, Go! etc.

## **Planning and Implementation**

- Support implementation and updates to county and district CWPPs
- Support development of wildland-urban interface building codes and land use plans, with local government, developers and HOAs.

## Qualifications & Attributes

The ideal candidate would have:

- B.A. / B.S. in a related study field and 3+ years of experience with non-profit fund raising & management.
- Required: Financial management, fundraising, successful grant writing and reporting experience for non-profits
- Desired: Wildfire mitigation, forest ecosystems management experience
- Possession of a valid Colorado driver's license and personal vehicle available for business travel.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint), QuickBooks, ZOOM
- Ability to work with people and organizations at all levels.
- Excellent communication skills, including public speaking.
- The Executive Director is expected to travel extensively in Grand County from a home based office
  - Mileage will be reimbursed based on the Council's Travel Policy at IRS rates
- As a staff contractor, the ED is expected to supply their own PC with virus protection and smart phone
  - Mobile phone service package with data may be approved for reimbursement by GCWC

## **Working Conditions**

- Work is performed at a desk (~60%), in meetings (~20%) and in the field (20%).
- Position will require flexible work hours when needed (some evenings and weekends)

## **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.