



Lassen Fire Safe Council, Inc.

P.O. Box 816 • Susanville, CA 96130

Lassen Fire Safe Council, a fast-growing non-profit corporation, works through grant-funded projects to reduce the risk to Northern California's communities and the surrounding Wildland Urban Interface from wildfire through education and by mobilizing efforts to make homes, neighborhoods, and communities fire safe. We offer a competitive salary and benefits package commensurate with experience. To be considered for this position, please e-mail resume and cover letter to Ruth Morentz, Personnel Chair, @ personnel@lassenfiresafecouncil.org.

Position Title: Managing Director/Principal Grant Writer

Position: Exempt

Salary Range: \$150,000-\$190,000 commensurate with education and work experience; full benefits package. Use of company vehicle.

Job Location: Susanville CA

Position Duties:

Reporting to the Lassen Fire Safe Council (LFSC) Board of Directors, Managing Director will serve as the Executive Officer for LFSC, advising and assisting LFSC in its mission by the identification and implementation of projects within the geographic boundaries of the LFSC that will reduce the risk of wildfire through fuel load reduction and provide residents with information on methods of reducing risk of wildfire on their properties. Managing Director will perform executive and administrative duties and identify and seek grant opportunities to carry out the mission, goals, and objectives of LFSC under the direction of the LFSC Board of Directors.

This is an exempt position, and due to the nature of the business, will require the successful candidate to work extended hours during the week and weekends as required by workload.

Position Responsibilities:

- Develop and implement the overall strategic plan, goals, and objectives after adoption by LFSC Board
- Manage day-to-day operations and LFSC employees including hiring, supervising, evaluating, terminating, and benefits administration.
- Oversee network conversion of computers, financial record-keeping, and individual grant related documents, including vendor lists, to shared files system.
- Prepare agenda for monthly Board meeting, in consultation with Board President, and provide executive report including monthly financial statements and strategic advice and

updates on any upcoming grant opportunities and the status of all existing grant projects. Actual financial reporting to Board may be given by Finance personnel at Board's discretion.

- Attend any LFSC Board meetings as requested in person, by phone, or electronically.
- As principal grant writer, will identify opportunities and apply for grants supporting LFSC's mission to better protect communities.
- Develop projects that will assist LFSC in implementing its mission.
- Meet with various interest groups, stakeholders, and individuals to develop potential projects meeting organizational goals and objectives at the direction of LFSC.
- Present potential projects and recommendations to LFSC for Board approval.
- Identify sources of funding for Board approved projects.
- Develop and implement the annual Lassen County Community Wildfire Protection Plan (CWPP) by working with communities, agencies, landowners, and other stakeholders.
- Assist in identifying funding sources, developing strategies, authoring concept papers, making presentations, and acting as liaison, interfacing with necessary agencies on LFSC's behalf.
- Responsible for overall project management of any and all grants sought and awarded to LFSC.
 - Advise LFSC Board of grant funding opportunities and the writing of grant requests for approved opportunities.
 - Writing grant proposals in conjunction with contracted specialists and LFSC staff.
 - Respond to any request for additional information from funding sources.
 - For awarded grants, acting as LFSC Point of Contact for each project, responsible for overseeing day-to-day management of grant projects including identifying scope of work and timeline, developing and presenting a written budget for each project for Board approval, advising LFSC in reviewing bid submissions, writing contracts for selected bidders, assigning and scheduling contractors, overseeing contractors performing work to ensure work is on time and on budget, conducting site visits and meetings with contractors, administering and overseeing financial reporting and accurate cost allocation and reporting for each project; ensuring accurate cost allocation to each project under management.
- Inform LFSC Board of environmental, regulatory, or legislative factors that may impact the mission of the LFSC and advise on course of action. Develop and implement strategies to address issues of concern to LFSC.
- Represent LFSC in making presentations and requests to the Lassen County Board of Supervisors.
- Advise and assist Day/Lassen Bench Fire Safe Council to meet its goals and objectives, to ensure a productive interface with the overall area mission of LFSC and serve on their Board of Directors as Director.
- Oversee software, computers, global positioning/global information systems and weather monitoring equipment, other devices to ensure the operations of the LFSC are efficient and effective in implementing its goals and objectives.

Minimum Position Skills and Qualifications:

- Bachelor's Degree in Forestry or similar educational field
- Registered Professional Forester; consideration given to candidates who are able to and will take and pass the California Registered Professional Forester (RPF) exam within one year of employment

- Experience managing a non-profit organization; consideration given to executive level management experience of similar industry organization
- Demonstrated experience managing office and field personnel
- Demonstrated knowledge, experience, and ability to manage contractors on projects and California Forest Practice Act plans and exemptions
- Knowledge of California and Federal Labor Laws and Human Resources best practices
- Demonstrated experience writing, managing and implementing grants funded by State and Federal agencies
- Demonstrated experience and expertise in project management, strategic planning, budgeting, conservation planning, fuel reduction planning, and understanding organization's financial reports
- Ability to successfully interact and communicate with agency, community, contractor, grantor, and LFSC stakeholders
- Ability to train and mentor projects staff
- Proficient in Excel, GIS-based software programs, Microsoft Office, Adobe, and development of shape files, maps, and metadata with collected information to support projects

COVID-19 considerations:

LFSC adheres to all CDPH & CDC mandates & guidance to ensure best practices. Active Covid Protection Plan for the safety of staff and visitors. Employer requires proof of completed Covid Vaccination at time of hire.