



California Fire Safe Council PROGRAM DIRECTOR

About California Fire Safe Council:

The CFSC is a non-profit organization with a statewide mission to prevent catastrophic wildfire impacts to California citizens and communities. The CFSC employs approximately 20+ people from around the state in a hybrid telework program and has a tight-knit team that is dedicated to the mission. We have a range of federal, state, and private grant programs as well as a Grants Clearinghouse that supports moving large grants to grassroots groups at the local level in support of wildfire prevention and mitigation. We are seeking candidates who are self-starters, enjoy working with either detailed plans or big picture projects or both, and who are passionate about making a difference in wildfire resiliency for California.

Job Description:

The CFSC is divided into two divisions, Service Delivery, and Support functions. The Program Director manages the service delivery functions that include the Grants Clearinghouse and the Programs and Outreach divisions.

The Program Director will accomplish their duties via a combination of staff (full & part-time) and contract services. The Program Director provides the leadership, supervision, vision, and operational knowledge necessary to realize the California Fire Safe Council's mission to prevent, mitigate, and educate the public about wildfires in California.

The primary responsibilities of the Program Director include:

- Developing external/internal community relations and development activities
- Design organizational metrics and development functions for success
- Organizational leadership for staff
- Fiscal oversight and management of Program Directors functions/staff

Through CFSC programs and services, the Program Director will support the Council's efforts to encourage 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 governmental entities, other non-profits and quasi-public bodies, environmental communities, and private corporations that are impacted by wildfire occurrence and losses.

This position reports to the Executive Director. The CFSC is currently operating under its temporary Telecommuting/COVID-19-Back-to-Office policy and has identified this position with a strong preference to report to the Sacramento office. This position should have a strong working knowledge of all other positions to provide support as needed.

This is a full-time, exempt salaried position with generous benefits including Medical, Dental, Vision, Life Insurance, IRA contribution and employer match, Sick, Vacation and other PTO.

Duties:

- Develop and maintain positive working relationships with CFSC staff and board of directors, independent accountant and audit firm, local Fire Safe Councils, grantees, funding agencies, and other organizations.
- Performs and oversees Clearinghouse and Programs and Outreach functions.
- Prepare and present the annual Program Director budget.
- Allocate expenses to appropriate grant or administration accounts per the chart of accounts.
- Develop staff for success by establishing performance metrics and annual reviews.
- Prepare quarterly and program reports to federal, state, and private funders.
- Ensure timely sub-grantee payment: verifying each payment made, setting up the wire transmission of funds, noting payment history in the Payment Tracking system, keeping Grant Specialists and Executive Director informed of the status of the payment process.
- Oversee employee expense reports and credit card reports and allocation to grants.
- Contribute information to the organizational budget and operating plan.
- Perform periodic review of grantee reports and documentation to test compliance with grant regulations.
- Prepare financial reports for Executive Director and CFSC Board of Directors.
- Verify that grantees return unexpended grant funds at closeout and process receipt of refunds.
- Coordinate with funders and CPA on the financial closeout of grants.
- Conduct records management and maintains retention schedule.
- Provide oversight for all grant related and general CFSC communications, marketing and media strategies, and act as a representative at outreach and other CFSC events.
- Oversee all CFSC related events.
- Perform other duties as assigned by the Executive Director.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skill and/or ability required.

- Strong work ethic with the ability to work without close supervision and meet deadlines.
- Knowledge of basic accounting principles and practices.
- Strong computer skills, including Microsoft Office Suite and financial accounting software.
- Strong verbal and written communication skills.
- Team building and staff management/support.
- Experience working with a geographically dispersed workforce that teleworks.
- Outstanding interpersonal skills that demonstrate an ability to work productively with a variety of people and groups with varying interests.
- Experience in developing, managing, and monthly variance reporting for both program and organizational budgets.
- Experience in creating and maintaining intranet systems and databases.
- Understanding of federal grant regulations and requirements.
- Training and/or experience with analyzing data and information for statistical use.
- Intermediate accounting or finance skills, record keeping, and database management.
- Standard business correspondence formatting.
- AA degree or greater in accounting, business, finance, or related field with two-years work experience.
- Excellent communications skills – both written and verbal and the ability to communicate complex topics to various audiences.

- Proficiency in a variety of workplace software programs, including Word, Excel and PowerPoint.
- Demonstrated success in establishing and maintaining effective relationships with business communities, other non-profit organizations, and government entities.
- A strong personal connection and commitment to the mission and goals of CFSC.
- A high degree of organizational management, managing multiple tasks, and being accountable.
- Must be available for out-of-town monitoring visits, meetings, and other events. Evening and weekend work required on occasion.
- Must be able to perform essential functions of the job description with or without reasonable accommodation.
- Must provide proof of identification and eligibility to work in the United States of America.
- Must possess and maintain a valid driver's license and insurable driving record.
- Must not present a direct threat to the safety and health of self or others.
- No record or disclosure of criminal conviction that indicates an ongoing tendency toward theft, violence, dishonesty, deceit, drug manufacture or sale, moral turpitude, or predatory behavior.

Preferred Experience:

- Understanding of internal and external financial requirements of non-profit organizations.
- Knowledge of federal grant regulations, particularly administrative requirements, and cost principles.
- MBA, MPA, or other graduate-level degrees.
- Experience soliciting funding to sustain or increase funds from individuals, federal and state agencies, philanthropic organizations, and corporations.
- Previous non-profit or executive level management experience.
- Legal and contract management background.
- Knowledge of and experience with California's issues surrounding wildfire.

Physical Demands/ Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands and fingers, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl and talk or hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Work environment is usually hectic/fast paced with frequent short deadlines and instances of unusual situations. Travel may be required.

This job description does not cover all the activities, duties or responsibilities required of this role. Omission of specific statements of duties does not exclude them from the position if the work is similar or related to the position. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice to accommodate the needs of the organization. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Salary: CFSC is proud to offer competitive compensation, salary commensurate with experience.

To Apply: Please submit a resume and cover letter to careers@cafiresafecouncil.org and note Program Director in the subject. For more information: <https://cafiresafecouncil.org/about-us/careers/>.