



**PROGRAMS & OUTREACH MANAGER**  
**JOB DESCRIPTION**  
**SALARY RANGE: \$80,375-\$108,480**

**GENERAL SUMMARY:**

The California Fire Safe Council (CFSC) has two primary divisions, service delivery and support functions. Under the service delivery division is the Grants Clearinghouse Department and the Programs & Outreach Department. Under the Programs & Outreach Department, the Programs & Outreach Manager reports to the Program Director; provides the leadership, oversight and management to the Programs & Outreach team; builds, maintains, and expands the Fire Safe Council (FSC) network; and manages programs and grants to ensure successful completion of project deliverables. The Programs & Outreach Manager is responsible for developing and maintaining external community relations with FSCs, Resource Conservation Districts (RCDs), NGOs, local government entities, and community leaders to support the CFSC mission.

Through CFSC programs and services, the Programs & Outreach Manager will increase and lead CFSC in its 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 supervisory position reports to the Program Director. The work location can be their residence, or a suitable alternate location with telework capability, although there is a preference for the work location to be at the Sacramento office with some telework capability. This position should have a working knowledge of all other positions to provide support as needed.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Provides the leadership, vision, and operational knowledge necessary to realize the mission of the CFSC in the Programs & Outreach Department.
- Develop, coach, and support Programs & Outreach team for success, including in cross-purpose functions, by establishing performance metrics, monitoring progress, and conducting annual reviews.
- Coordinate the array of FSCs within CA under the umbrella of the CFSC.
- Manage projects and grants under the supervision of the Program Director. Develop, strengthen, and maintain thorough, consistent, and accurate documentation of programmatic activities.
- Work in a fast-paced environment with many interruptions, changing priorities, and competing deadlines.
- Develop external community relations for outreach, stakeholder engagement, and development activities.
- Facilitate communications and consensus building among stakeholders.
- 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.
- Assist the Program Director in preparing monthly, quarterly, and annual program reports.

- Maintain confidentiality regarding organizational and sub-grantee activities.
- Assists in the preparation of CFSC organizational and programmatic budgets.
- Coordinates contracting and billing of grant and program tasks.
- Manage billable time for all grant and project staff.
- Perform other duties as assigned by the Program Officer and Executive Director.

**QUALIFICATIONS:**

- At least three years' supervision and management experience. Experience working with a geographically dispersed workforce that teleworks.
- AA degree or greater in business, natural resources, conservation, forestry, parks management, fire management, or related field with two years of work experience
- Understanding and/or awareness of how legislation affects wildfire, natural resources, and related fields.
- Demonstrated success in establishing and maintaining effective relationships with businesses, communities, non-profit organizations, and government entities.
- A strong personal connection and commitment to the mission and goals of CFSC.
- Excellent communications skills – both written and verbal—and the ability to communicate complex topics to various audiences.
- Outstanding interpersonal skills that demonstrate an ability to work productively with a variety of people and groups with varying interests.
- Able to communicate effectively with multiple groups and tailor communication methods to diverse audiences' needs and preferences.
- Strong Project Management background with ability to develop workplans, organize and motivate a project team, monitor progress performance, and ensure timely execution of deliverables.
- Experience in developing, managing, and monthly variance reporting for both program and organizational budgets.
- Ability to 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.
- Strong work ethic with the ability to work without close supervision and meet deadlines. Ability to work as a team member but also with minimal supervision.
- Knowledge of basic accounting principles and practices.
- Strong computer skills, including Microsoft Office Suite.
- Demonstrated success in establishing and maintaining effective relationships with business communities, other non-profit organizations, and government entities.
- Training and/or experience in creating, strengthening, maintaining intranet systems and databases for organization and documentation.
- Understanding of grants management best practices, including federal grant regulations and requirements.
- Training and/or experience with analyzing data and information for statistical use.
- Standard business correspondence formatting.
- Excellent time management skills with the ability to manage multiple projects with competing deadlines.
- Exemplary customer service skills, including dealing effectively with the public, both in-person and over the telephone.

- Creative and innovative techniques for performing assignments.
- Must be available for statewide travel for conferences, monitoring visits, meetings, and other events. Evening and weekend work is required on occasion.
- Knowledge of media, communications, social media, online networking, community organizing and volunteer coordination, governmental structures, agencies and policies, the diverse population and cultures of the state, workshop and training methods, techniques and tools.

**PREFERRED EXPERIENCE:**

- BA, BS, MBA, MPA, or other graduate-level degrees in business, natural resources, conservation, forestry, parks management, fire management, or related fields
- 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.
- Knowledge of or experience with financial accounting software.
- Understanding of internal and external financial requirements of nonprofit organizations.
- Knowledge of federal grant regulations, particularly administrative requirements, and cost principles.
- 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. The work environment is usually hectic/fast paced with frequent short deadlines and instances of unusual situations.

Any CFSC staff member must be fully vaccinated for COVID-19. Individuals who are not fully vaccinated are required to have a qualified medical or religious exemption.

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.

**To Apply:** Please submit a resume and cover letter to [careers@cafiresafecouncil.org](mailto:careers@cafiresafecouncil.org). For more information: <https://cafiresafecouncil.org/about-us/careers/>.