



Promoting Wildfire Safety Through Education and Action

SBCFSC Executive Director Position Description and Outreach

Overview: The Santa Barbara County Fire Safe Council (SBCFSC) is a 501(c)(3) non-profit organization with a mission to promote wildfire safety in Santa Barbara County, through education and action. Members of the Board include current and past firefighting professionals, representatives of local government, university staff and citizen representatives from various local communities. The Board holds monthly meetings with the intended goal of offering a platform for community members to become active participants in finding solutions for the challenges fire poses to the county's wildland urban areas.

The SBCFSC is primarily funded through grants and uses these funds to increase wildfire preparedness through education, planning and wildfire mitigation projects. Recent projects include the Eastern Goleta Valley/San Marcos Community Wildfire Protection Plan (CWPP), Gaviota Coast CWPP, community Firewise program, educational videos, focus groups with disadvantaged communities, a home retrofit/defensible space portal and Wildfire Preparedness Expositions. Additionally, the SBCFSC has secured funding from the National Fish and Wildlife Foundation to help develop a novel Regional Wildfire Mitigation Program (RWMP) in Santa Barbara County's south coast. Two recently awarded wildfire prevention grants will allow the organization to initiate a community chipping and prescribed herbivory program. Several additional grants are in the selection process and if received, will allow for projects to expand to the north county as well as provide funds for additional staff.

Current full-time staff include an Administrative Office Professional/Communication Coordinator, Community Wildfire Resilience Coordinator, Community Wildfire Resilience Associate, and several contracted project managers. More information is available on the website:

<https://sbfiresafecouncil.org/about/>.

Position Expectations: SBCFSC seeks an Executive Director who will lead in a manner that supports and guides the organization's mission as defined by the Board of Directors. The ideal Executive Director will be exceptionally skilled in organizational and staff management, with the main task of creating and implementing a sustainable structure for the organization, which has seen extensive growth in the past year. The selected applicant will be responsible for providing organized, accurate and timely information to the Board, so collectively informed decisions can be made.

Essential Duties and Responsibilities:

- Assume a leadership role in strategic planning; implement the current [Strategic Plan](#) and provide a clear vision for building long term sustainability for the organization

- Seek opportunities to increase the organization's capacity to work broadly and effectively with a diversity of partners
- Be an effective community-engaged leader for the SBCFSC; represent the organization to partners, supporters, local leaders, elected and agency officials and the public
- Assist the Board in the recruitment of new board members and develop systems that utilize Board member's and staff's time and skills effectively
- Develop and maintain substantive knowledge of SBCFSC's programs
- Supervise and provide clear direction to SBCFSC staff and contractors; challenge the whole organization to continue to provide excellent programs in pursuit of our Mission and Strategic Plan
- Embrace a commitment to diversity, including needed support for SBCFSC as it grows its capacity
- Oversee the management of all SBCFSC grants, projects, and programs with an annual operating budget of approximately \$2,000,000
- Assist in the development of agendas for the Executive Committee, General Membership and Board Meetings
- Participate in sub-committees and ensure that accurate reports, information, and necessary materials for well-informed decisions are made available to the Board
- Develop a financial plan, and reserve analysis to ensure fiscal integrity of the organization; oversee all financial activity, supervise, review, and authorize the day-to-day bookkeeping activities and reporting, including accounts payable (payroll) and receivable, cash flow and reporting of account balances
- Ensure compliance with all policies, legal and contractual obligations, including maintaining liability and workers compensation insurance policies
- Seek and apply for grants to continue to fund SBCFSC programs and staff

Required Qualifications:

- A bachelor's degree is required
- Strong interest and belief in the mission of the SBCFSC
- At least 5 years of successful senior leadership experience
- Commitment to results; with an emphasis on integrity, ethical conduct, and accountability
- Strong motivational and staff leadership abilities with a bias for action
- Strong organizational abilities, including planning, problem-solving, delegating, program development and timely execution
- Excellent communication and presentation skills
- Demonstrated experience creating new and effectively maintaining strategic partnerships
- Budget management skills, including budget preparation, analysis, decision making and reporting
- Ability to obtain and analyze data and turn it into actionable processes for organizational improvement
- Demonstrated fundraising and donor relations experience
- Grant writing and program management experience
- Ability to convey a vision of SBCFSC strategic future to staff, board, volunteers, and partners
- Must be willing to work as needed to meet business needs and deadlines

Location: The location is Santa Barbara County, California. Office space is available at Santa Barbara County Fire Station 13: 4570 Hollister, Santa Barbara, CA 93110.

Terms of Employment: Full time (40 hours/week); hybrid work.

Salary and Benefits: \$70-85 per hour (Negotiable/Experience dependent). A stipend to supplement health benefits is available, along with 3-weeks paid time off (PTO).

Application Deadline: Applications will be accepted until February 28, 2022.

Applications: Applicants are invited to send a one-page cover letter illustrating their suitability based on the above position description, a curriculum vitae and two letters of recommendation.

All correspondence should be emailed and addressed to the Santa Barbara County Fire Safe Council, sbfiresafecouncil@gmail.com. Please include your name and "Executive Director" in the subject line.

The Santa Barbara Fire Safe Council is an Equal Opportunity Employer. Applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military or other status are encouraged to apply.