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## **Executive Director Job Description**

### **Summary**

The Tuolumne Fire Safe Council (TFSC) is looking for an Executive Director (ED) to provide leadership and management for the day-to-day operations, financial oversight, program and project oversight, grant and contract management, and community engagement in alignment with the policies set forth by the Board of Directors to advance the Council's mission.

The mission of the Tuolumne Fire Safe Council is to save lives and protect property through wildfire preparedness, prevention, and education.

This is a full-time position for an individual working from thier home.

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### **Key Responsibilities**

- **Strategic & Organizational Leadership**
  - Develop, implement, and evaluate short- and long-range plans, policies, and programs.
  - Provide strategic recommendations to the Board of Directors regarding organizational policies, programs, and initiatives.
  - Ensure operations are efficient, effective, and aligned with the Council's mission and goals.
- **Financial & Administrative Management**
  - Assist the Executive Board of Directors with financial oversight, including preparation and administration of the annual budget.
  - Provide fiscal accountability, and contract management.
  - Monitor program performance and compliance with contractual and regulatory requirements.
  - Develop and maintain Records Management system, including digital and non-digital documents, maps and records.
  - Preparation of internal and external Accomplishment Reports
  - Management of grants including grant writing through close out processes. Recommend grant sources and opportunities.
- **Program & Project Oversight**
  - Lead implementation and updates of the Community Wildfire Protection Plan (CWPP).
  - Manage and expand the Firewise Community Program.
  - Coordinate educational and outreach efforts, including public events, awareness campaigns, and press releases.
  - Facilitate collaborative strategies to ensure county wide coordination of projects with other agencies and stakeholders.
- **Board & Committee Support**
  - Organize and support Board and Committee meetings, including scheduling, agenda development, and preparation of meeting materials.
  - Serve as a resource to the Board by providing timely reports, updates, and professional guidance.
- **Community & Agency Relations**

- Act as liaison with partner organizations, government agencies, and community groups.
  - Build and strengthen collaborative relationships to advance TFSC initiatives and programs.
  - Develop and implement education and marketing strategies including fund raising opportunities.
  - Manage website content in collaboration with the webmaster.
  - Develop and maintain social media platforms
  - **Other Duties**
    - Carry out additional responsibilities aligned with the mission and priorities of the Tuolumne Fire Safe Council.
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### **Supervisory Responsibilities**

The ED provides leadership and oversight to staff. Duties include recruitment, training, assignment of work, performance management, and resolution of workplace concerns. The ED fosters a positive, collaborative, and accountable team environment.

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### **Required Qualifications**

#### **Education & Experience**

- Bachelor's degree in public administration, business, natural resources, emergency management, or a related field (or equivalent combination of education and experience).
- Minimum 3–5 years of experience in nonprofit management, project management, or community-based program leadership.
- Experience with grant writing, administration, and compliance required. Knowledge of Federal and State grant management policies and procedures.
- Experience working effectively with other individuals and organizations such as other non-profits, government agencies, private industry, and the public.

#### **Skills & Competencies**

- Leadership, organizational, and problem-solving skills.
- Written and verbal communication abilities, including public speaking.
- Proficiency in budgeting, financial oversight, and contract administration.
- Ability to build partnerships and work effectively with diverse stakeholders (community members, agencies, nonprofits, and government).
- Proficient with applications such as Microsoft Office Suite, Google Workspace, and digital communication platforms (social media, websites, email).
- Ability to work independently, manage multiple priorities, and meet deadlines.

#### **Personal Attributes**

- Commitment to community safety, collaboration, and wildfire resilience.
  - Self-motivated, adaptable, and detail-oriented.
  - Comfortable working both independently and as part of a team.
  - Flexibility to adjust to changing needs, objectives and priorities on short notice
  - Detail-oriented with the ability to manage multiple tasks at a time.
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### **Desired Qualifications**

- Knowledge of wildfire prevention, land management, Forestry, natural resource management, principals of defensible space and other applicable fields
- Knowledge of non-profit organization incorporation, operation, policies & procedures
- Knowledge of the Tuolumne County Communities at Risk for wildfire, related community organizations and businesses.

### **Compensation & Benefits**

- **Salary:** \$70,000 to \$110,000 annually commensurate with experience and qualifications.
- **Benefits:** Flexible work schedule, paid time off, retirement contributions, health care stipend.
- **Employment Type:** Full-Time

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### **Working Conditions**

This position is primarily remote (home-based or office setting), with occasional participation in outdoor site visits, field activities, and community events. Physical activity is generally low to moderate.

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The TFSC is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status.

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***Please send resume, cover letter and at least three professional references to:***

info@tuolumnefiresafe.org

*or*

TFSC  
Attn: Human Resources  
PO Box 692  
Tuolumne, CA 95379-0692